

Minutes of the District Administration Meeting
Sunday 4th March 2018
St Andrew's on the Terrace
Commenced at 9.25am

Present

District Director	Sarah Bate
Program Quality Director North	Toni Sharp
Program Quality Director South	Celina Templeman
Club Growth Director North	Neil Stichbury
Public Relations Manager	Stephen Preston
Finance Manager	Tania Fraser
Parliamentarian	Chrissy Meyer
Administration Manager	Michelle Gerwitz
Immediate Past Division Director	David Templeman
Division A Director	Erica Richardson
Division C Director	Kathryn Duncan
Division D Director	Bailey Wood
Division E Director	Timothy Law
Division F Director	Sharon Kerr-Phillips
Division G Director	Rob Woolley (by Zoom)
Division H Director	Scott Martins
Division J Director	Colin Leong

1. Call to order and welcome

District Director Sarah Bate called the meeting of the Toastmasters International District 72 Administration Committee to order at 9.24am and extended a warm welcome to all delegates, members and guests present. She reminded all those present to turn off any devices which could disturb the meeting.

2. District Mission

Program Quality Director South, Celina Templeman, read the Mission Statement.

3. Notice of Meeting

Administration Manager, Michelle Gerwitz, read the Notice of Meeting.

4. Speaking Rights

District Director, Sarah, explained voting and speaking rights.

All District Officers have voting rights at this meeting. District Officers include:

- All Division Directors
- Administration Manager, Michelle
- Finance Manager, Tania

- Public Relations Manager, Stephen
- Club Growth Directors, Neil and Fiona
- Program Quality Directors, Toni and Celina
- Immediate Past District Director, David
- District Director, Sarah

Under Toastmasters International Policy, District Director Sarah has the right to invite those who she believes have business before the Administration Committee to attend this meeting and extended speaking rights to them. Sarah invited PDDG Chrissy Meyer to officially attend as Parliamentarian and extend speaking rights to her. Speaking rights were also extended to Rob Woolley (via Zoom), Robert Cockburn, Region 12 Advisor, David Fisher, International Director Region 12 and Murray Coutts, Investigation Committee Chair (and Area Director F9).

5. Apologies

Apologies were received from:

- Fiona Hodge, Club Growth Director South
- Georgie Templeton, Division B Director

“That these apologies be accepted.”

Moved: Celina Templeman, Program Quality Director South

6. Confirmation of a quorum

District Parliamentarian, Chrissy Meyer confirmed that a quorum was present.

A quorum for a District Administration Committee Meeting is the majority of its members. The Administration Committee currently has nine senior officers, and nine Division Directors, making a total of 18 members. A quorum is ten members.

There are 16 members present, we do have a quorum.

7. Changes to and confirmation of Agenda and Additional Items

Under 14.2, General Business, the following items were added:

- 14.2.1 National Video Competition, Toni Sharp, Programme Quality Director North
- 14.2.2 Review email to video competition entrants, Sarah Bate, District Director
- 14.2.3 Gisborne Conference Surplus, Tania Fraser Finance Manager

8. Minutes of District Executive Meeting held 10th November 2017

The minutes of these meetings have been circulated.

8.1 Corrections to the Minutes

Sarah advised that significant corrections to the Minutes should be advised now. Any minor corrections were to be given to Michelle after this meeting.

There were four corrections received:

- 13.6 District Directors Report – point 7 from Rob Woolley, change to: ‘there was an increase of 3,400 Facebook likes last Toastmasters year, this year, there has only been about 200. At the start of this year likes were around 5,100 which was an increase of 3,400 last year. What is being done to achieve the increase?’
- 12. Call to order and welcome – meeting started at 5.30 pm not am
- There are several inconsistencies mainly in relation to the Finance Manager, some referring to Finance Director and others to Finance Manger, missing one “a”. (All changed to ‘Manager’)
- 13.4 Program Quality Director’s Report - the first time Competent Communicators acknowledgements needs to be changed to “sent a congratulatory email” as a card is not posted.

“That the minutes of the District 72 Executive Meeting of 10th November 2017 as corrected are a true and correct record.”

**Moved: Timothy Law, Division E Director
Seconded: Bailey Wood, Division D Director
CARRIED**

8.2 Matters Arising from the Minutes

There were no matters arising from the minutes of 10th November 2017.

9. Correspondence

The following item of correspondence has been received:

A confidential interim report from the National Video Competition Investigation Committee

“That the inwards correspondence be received.”

**Moved: Michelle Gerwitz, Administration Manager
Seconded: Tania Fraser, Finance Manager
CARRIED**

10. Urgent Business

10.1 Confirmation of Officer Resignations

It is with sadness that District Director Sarah Bate advised that Doug Hilliard (Area Director G5)

passed away.

There have been no other resignations received since the District 72 Executive Meeting held on 10th November 2017

“That the resignation as listed be received.”

Moved: Celina Templeman, Program Quality Director South
Seconded: Kathryn Duncan, Division C Director
CARRIED

12.2 Confirmation of Officer Appointments

The following officer appointment has been made since the District 72 Executive Meeting held on 10th November 2017:

- Adrian Humphries, Area Director G5

“That the appointment as listed be received”

Moved: Stephen Preston, Public Relations Manager
Carried: Kathy Duncan, Division C Director
CARRIED

10.3 Confirmation of new Clubs into Areas

The following Clubs have chartered since the District 72 Executive Meeting held on 10th November 2017:

<u>Division</u>	<u>Area</u>	<u>Club Number</u>	<u>Club Name</u>	<u>Location</u>
E	1	6649859	Agile Toastmasters	Wellington
F	8	5618901	Long Bay Toastmasters	Auckland
A	2	6780465	Ma Runga Waka	Auckland
F	7	5950177	West Harbour Toastmasters	Auckland
E	4	6642274	NZ Transport Agency Toastmasters	Wellington

District Director, Sarah took the opportunity to thank all of those people involved for in bringing these Clubs to fruition for all their dedication and hard work, saying it was very much appreciated. She also congratulated these five new Clubs on their chartering.

11. Conference Reports

11.1 Final Report for Gisborne Conference November 2017

Programme Quality Director North, Toni Sharp, presented the report.

All financials and paperwork is completed and everything has been tidied up. The surplus is in the bank account and will be discussed under 14.2.2

11.2 Report from Waipuna Conference, May 2018

Programme Quality Director South, Celina Templeman, presented the report.

- The conference theme is Embracing Change. The programme and agenda are both well underway with most speakers finalised.
- Registrations currently around the 200 mark. The committee is aiming for over 300.
- The agenda is heading to printers mid-April
- Everything going according to plan

12. Financial Reports

12.1 Progress Financial Report for Gisborne Conference, November 2017

Finance Manager, Tania Fraser presented the Progress Report for the Gisborne Convention, November 2017, with explanations, as published. Report is based on information as at 25 February when published.

“That the Progress Financial Report for Gisborne Conference, November 2017 be received.”

**Moved: Tania Fraser, Finance Manger
Seconded: Erica Richardson, Division A Director
CARRIED**

Discussion

Public Relations Manager, Stephen Preston, offered congratulations to Gisborne team on running such a tight ship especially in regards to keeping down expenses.

12.2 Progress Report for Waipuna Conference, May 2018

Tania Fraser, Finance Manager presented the Progress Report for the Waipuna Conference, May 2018, with explanations, as published. Report is based on information as at 25 February when published.

“That the Progress Report for Waipuna Conference May 2018 be received.”

**Moved: Tania Fraser, Finance Manger
Seconded: Celina Templeman, Program Quality Director South
CARRIED**

Discussion

None

12.3 Draft Management Accounts for the six months ended 31 December 2017

Tania Fraser, Finance Manager presented the Draft Management Accounts for the six months

ended 31 December 2017, with explanations, as published.

- These are the draft financial statements, not management accounts. They are only the draft as they need to be signed off by the audit team in US.
- At Waipuna we will have final financial reports for the six months to report on.
- We are doing very well with travel as we have extra top table members and we also budgeted for Pathways Guides club visits and training day so only being a very small amount over budget is a great achievement.

“That the Draft Management Accounts for six months ended 31 December 2017 be received.”

**Moved: Tania Fraser, Finance Manger
Seconded: Erica Richardson, Division A Director
CARRIED**

Discussion

- Public Relations Manager, Stephen Preston commented on the marketing budget vs actual budget. The budget was for \$30,000 and we have spent about \$20,000. The timing for the bus advertising was out of line with accounts. This money has been spent but has not appeared in the financial statement to end December.
- Facebook spend has been deferred to next period.
- There have not been as many applications from Clubs for the Club Promotions Fund as expected. Funds are still available and Division Directors were asked to please encourage clubs in their divisions to apply.

Division A Director, Erica Richardson acknowledged that Tania is doing an excellent job explaining things difficult to explain to people who don't really understand it. She would like to see the extra \$10,000 in the marketing budget spent.

Discussion – Unpresented Cheques

Division C Director, Kathryn Duncan would like to move that the unpresented cheque money is given to D112 as a gift!

Division E Director, Timothy Law asked what are those cheques from?

Finance Manager, Tania Fraser confirmed that we don't know. They are historic. New Zealand law says we can remove them from our accounts after six months, but Californian law says we must keep them on the accounts

District Director, Sarah Bate confirmed they are from transactions made before our financials went online, so the paperwork for them will be somewhere at Toastmasters International. We cannot remove things from our accounts that Californian Law says we must keep.

Discussion – Conference Accounts

Immediate Past District Director, David Templeman asked if we can move the funds sitting in the

Wellington Convention account into the main account. Is there a reason that money is still there?

District Director, Sarah Bate clarified that we haven't thought about moving it as there will be participants who attended the Mohammed Qahtani presentation and have been offered free entry to the David Nottage workshop at Waipuna who will not be able to take up this offer. If they do come forward and ask for remaining \$40 refund it is prudent to leave that money there in case it is needed.

David Templeman suggested changing the name of the account maybe change what it is for, to reflect this.

Division G Director, Rob Woolley confirmed he would like to see the additional \$10,000 in the marketing budget spent too.

He stated that he understands the National Video Competition prizes were a misappropriation of funds.

District Director, Sarah Bate clarified that the funds have always been included in budget. They were reviewed by Club Growth Directors and Public Relations Manager and passed by the District at the District Council Meeting in November 2017.

Division G Director, Rob Woolley says he has an email from Toastmasters International confirming that this is a misappropriation as was not outlined that it is for prizes.

District Director, Sarah Bate clarified that we don't usually go through every line of marketing budget at the District Council Meeting and we didn't this time either.

Finance Manager, Tania Fraser confirmed that this was included as a note in the budget which went to Toastmasters International and was approved by Toastmasters International.

District Director, Sarah Bate emailed the Senior District Accountant and asked him whether we needed to fundraise to replace the prize funds. He has confirmed that we do not, as they are a District expense. Sarah has had no notification that there has been misappropriation of funds.

Finance Manager, Tania Fraser confirmed that the prize that was returned will be a District asset. It is not in this six monthly accounts as the return happened after December. It will be in the accounts for the next six months.

Division G Director, Rob Woolley reiterated that he has an email from Toastmasters International confirming that this is a misappropriation as was not outlined that it is for prizes.

District Director, Sarah Bate I would like to see that please.

Division G Director, Rob Woolley conformed that he would forward it.

Division A Director, Erica Richardson stated point of order, is this a general business discussion not a finance one.

District Director, Sarah Bate confirmed that was correct and that we will defer this discussion to General Business and that Toni will chair the discussion.

Club Growth Director North, Neil Stichbury shared his view of the marketing budget after seeing it from both sides. He wants to explain why sometimes the marketing budget doesn't get spent. The budget is directed to different areas and sometimes is not needed, e.g. club allocations - sometimes we get requests from clubs that have a lot of funds in their accounts or they ask for things they are not allowed to request them for, e.g. replacement banners. It is the responsibility of District Officers to let Clubs know what they can apply for and how to apply.

Public Relations Manager, Stephen Preston asked if we need to come back to the discussion about the convention D account.

District Director, Sarah Bate yes, any discussion on this?

Administration Manager, Michelle Gerwitz asked if we can put a time limit on when they have to apply by so this doesn't drag on for ever

District Director, Sarah Bate should have done by Waipuna. But if they can't come to Waipuna they can ask for funds back. But need to do it before Waipuna.

Division D Director, Bailey Wood asked if we can send a communication to those people affected.

District Director, Sarah Bate confirmed that we can ask Mike Diggins to give us a list of people who have signed up and contact them if they are not signed up.

Immediate Past District Director, David Templeman suggested that most people have probably have forgotten about this and we don't need to remind them again.

District Director, Sarah Bate so we will just change to 'not in use'

Region 12 Advisor, Robert Cockburn asked why there are so many accounts not in use.

Finance Manager, Tania Fraser explained the cycle of conference accounts and now there are only two so it will change.

Program Quality Director South, Celina Templeman asked whether deposits had been made for May 2019 conferences.

Finance Manager, Tania Fraser confirmed that, no, these have not been requested yet.

District Director, Sarah Bate thanked Tania for all her hard work.

13. Senior District Officer Reports

13.1 Division Directors: A, B, C, D, E, F, G, H, and J

Division A Director, Erica Richardson presented the report for Division A.

The following updates were presented:

- PWC have confirmed they will not be renewing in March.
- Division A is proud to announce the Auckland Transport club “Ma Runga Waka” was chartered mid-February (was originally submitted as Walk the Talk).
- A new club application has been submitted for TechnoSpeak. An advanced demonstration meeting was planned for February, however further progress on this club is postponed until June or July.
- The likelihood of a corporate club at TVNZ is now looking unlikely however a Toastmasters promotional event is planned at TVNZ to encourage membership in surrounding clubs.

Erica moved that her report be received with verbal updates

No Division B Report received and no updates given.

Division C Director, Kathryn Duncan presented the report for Division C.

The following updates were presented:

- Queenstown Club is looking at whether they should have one club split into two clubs with each Club meeting alternate weeks.
- There are talks with keen people regarding starting a Club in Cromwell.

Kathryn moved that her report be received with verbal updates

Division D Director, Bailey Wood presented the report for Division D.

The following updates were presented:

- Arawa Club has moved venue.
- Geyserland Club is also looking to move with high chance that they will.

Bailey moved that his report be received with verbal updates

Division E Director, Timothy Law read the report for Division E.

Report was not received, but the following information was presented:

- Stephen Preston has been appointed Club Coach for Wellington Professional.
- Up Top have been given until the end of March to sign up one new member or they will be closed.
- Collider has 20 members but didn't realise dual members had to complete charter forms so are finishing off this paperwork and resolving some finance issues.
- Newtown Toastmasters has stall at Newtown fair this weekend.

Timothy moved that his report be received with verbal updates

Division F Director, Sharon Kerr-Phillips presented the report for Division F.

The following updates were presented:

- Congratulations to members, Akiko Maruno and Marianne George who have achieved their DTMs.
- Most of the challenges are being addressed.
- Pleased that more coaches have been appointed.
- Thanks to Scott Martins for all the work he did as Club Coach.
- Watching Top Notch in consultation with committee and it looks like the Club will turn around.
- Hokianga financials and membership are both looking up.
- North Tech probably will not work this year but the plan is to revive it next Toastmasters year.
- Not sure that Dairy Flat (new club) will meet its targets this year but they are working hard to get numbers.
- Two other prospective Clubs have 15 members each but want to make sure that Pathways is up and running before chartering.
- Really successful CLT. Change in structure appreciated by members.
- Facebook advertising has really helped with open meetings. Want to acknowledge the support of Stephen Preston in this area.

Sharon moved that her report be received with verbal updates

Division G Director, Rob Woolley presented the report for Division G.

There are no updates to the report as it was presented.

Rob moved that his report be received

Division H Director, Scott Martins presented the report for Division H.

- Subsequent to the submission of his report in January, Chrissie McDonald is trying to charter a Club at IRD in South Auckland. She doesn't think it will reach charter strength before 30 June. Will keep posted of developments.
- IAG would like to charter a corporate Club. This could conceivably charter into Division H which would give Division H a growth of one Club.
- Two club coaches - Graham Gunn and Alfred Pushpakumar, have been appointed at Morning Toast.
- Two weak clubs - Pohutakawa Coast and Meadowbank, which (Neil's presentation this weekend) on Member Personas is very relevant for these clubs. Both Clubs are being monitored and will have support as required. Meadowbank has agreed in principle to have a Club Coach. Thanks to Neil for his support of this Club. Scott will devote more time to Meadowbank after area contests.
- Encouraging clubs with strong members (30+) to support weaker clubs. Advising that if they want to finish awards before Pathways is fully introduced, then visiting other clubs for speaking opportunities will assist with this. They might not be able to finish projects at their own Club with fewer speaking opportunities.
- Thanks to Sharon and Erica for support with realignment.
- Great CLTs.
- Pathways Guides are being very pro-active in their roles.

- Division challenge is being worked on and Scott hopes for a resolution.

Scott moved that his report be received with verbal update

Division J Director, Colin Leong presented the report for Division J.

- Paekākāriki Early Birds now has 20 members. Colin is working with them on completing charter documents.
- Four successful CLTS have been completed.
- Congratulations to Agile Club for being chartered. Also wants to congratulate the three Division J Toastmasters who helped charter this Club. This was a good demonstration of the close working relationship between Division J and E.

Colin moved that his report be received with verbal update

“That the reports for the Division Directors be received”

Seconded: Stephen Preston, Public Relations Manager

13.2 Public Relations Manager Report

Public Relations Manager, Stephen Preston presented the report.

The following updates were presented:

- Website project has been pushed back to 31 March 2018 as Stephen is still working through all the sites. 230 out of 290 have been completed. It has taken a lot longer than anticipated.
- PR campaign for pathways launch, not going ahead, as timing in New Zealand was very tricky. It was also difficult also to know how to promote an internal change to the public.

Stephen moved that his report be received with verbal updates

Seconded: Erica Richardson, Division A Director

13.3 Club Growth Director’s Report

Club Growth Director North, Neil Stichbury presented the report.

The following update was presented:

- Neil acknowledged the commitment of Club Coaches

Neil moved that his report be received with verbal updates

Seconded: Bailey Wood, Division D Director

13.4 Program Quality Director’s Report

Program Quality Director’s Toni Sharp (North) and Celina Templeman (South) presented the report.

The following updates were presented:

Awards registered up to 27 February 2018

Pathways:

- Level 1: 16
- Level 2: 5
- Level 3: 1
- Level 4: 1

Traditional Education Programme:

Competent Communicators: 249 – 192 of these are first time registration

Advanced Communicator Bronze: 83

Advanced communicator Silver: 52

Advanced Communicator Gold: 33

Competent Leader: 156

Advanced Leader Bronze: 64

Advanced Leader Silver: 23

High Performance Leadership: 31

Distinguished Toastmaster: 21

TOTAL: 735

Distinguished Toastmaster's registered since published report include

- Vivian Sutton E7, Turbine Talkers
- Akiko Maruno F7, West Harbour Toastmasters
- Marianne George F3, East Coast Bays

Toni moved that their report be received with verbal updates

Seconded: Tania Fraser, Finance Manager

13.5 Immediate Past District Director Report

Immediate Past District Director, David Templeman presented his report.

There are no updates to the report as it was presented.

David moved that his report be received

Seconded: Kathryn Duncan, Division C Director

13.6 District Director's Report

District Director, Sarah Bate presented her report.

The following updates were presented:

- Thank you all for your continued efforts in the first half of the year. Our position is looking very strong. Please pass on thanks to Area Directors.

- Sarah looks forward to reading the Club Visit reports.

Sarah moved that her report be received with verbal updates
Seconded: Toni Sharp, Programme Quality Director North
CARRIED

Discussion

Division G Director, Rob Woolley asked for clarification of the Public Relations Manager's review of Club websites. He asked at the November Executive meeting when this ought to be complete, and was told at the 'end of November'. It is now March. Why is this taking so long?

Public Relations Manager, Stephen Preston clarified that 230 of 290 reviews have been completed and the process is taking much longer than expected.

14. General Business

14.1 Realignment

Program Quality Director South, Celina Templeman confirmed that we need to reach a consensus on division names and letterings.

The suggestions are:

D72 – C, D, E, G, J and K. to start from bottom of D72

D112 – A, B, D, F, H, J, K and M to start at top of District 112.

Lettering is not consecutive to allow to future growth in two new districts in areas that would likely have the fastest growth.

Request to change D72 to change to C, D, E, G, H and J so J can keep theirs.

Realignment committee voted in favour. Carried

Going forward, Division Directors are asked to submit proposals by the end of the week (9 March 2018). Alun Chisholm will then proof-read the draft report. Draft report will be on website by end of day 11 March 2018. By 6 April 2018 the final report will be put on the website and will include a map so people can see where their new area is.

"That District 72 lettering will start from the south with C, D, E, G, J and K"

Moved: Celina Templeman, Program Quality Director South
Seconded: Kathryn Duncan, Division C Director

Discussion

Public Relations Manager, Stephen Preston suggested that "moving north" be added to the motion.

**Seconded: Colin Leong, Division J Director
CARRIED**

Amended Motion

“That District 72 lettering will start from the south, moving north with C, D, E, G, H and J”

**Seconded: Timothy Law, Division E Director
CARRIED**

“That District 112 lettering will start from the far north, moving south with A, B, D, F, H, J, K and M”

**Moved: Celina Templeman, Program Quality Director South
Seconded: Bailey Wood, Division D Director
CARRIED**

Discussion

There being no discussion, motion was put and carried.

14.2 Other Business

14.2.1 National Video Competition

Agenda Item chaired by Program Quality Director North, Toni Sharp.

Toni advised that before we can decide if this committee can vote, we need to specify whether this issue can be described as an emergency.

Parliamentarian Chrissy Meyer read the relevant procedure, DP5 District Executive Procedures
Toni asked for someone to move that this situation is viewed as an emergency to allow for discussion and agreement before District Executive Meeting (in May 2018).

**Moved: Bailey Wood, Division D Director
Seconded: Timothy Law, Division E Director**

Discussion

Division G Director, Rob Woolley asked why this is an emergency situation.

Division D Director, Bailey Wood responded that this is an emergency situation as the integrity of District Officers was being questioned and the ability of the Administration Committee to handle the situation was also being questioned.

Division E Director, Timothy Law noted it would be destructive not to address the issue now.

Programme Quality Director North, Toni Sharp informed Rob that after he left the Zoom call yesterday (Saturday 3rd March 2018) the members of the Administration Committee agreed on some steps that were going to be voted on as to whether they should be put in place, including the District Director sending an email to all contestants, an update in the District Newsletter and a decision as to how to treat the prizes already issued and those to be issued.

Division G Director, Rob Woolley stated that we are following policies from Toastmasters International. This cannot be an emergency situation if it is only used for contentious issues. There has been no notice given to the complainants that this is an emergency situation. This has been going on for two months and until now has not been an emergency. This will be seen as a whitewash and that District Council have been unduly influenced. The Report (issued by the Investigating Committee) includes almost nothing from two of the complainants and is not following due process.

Program Quality Director North, Toni Sharp confirmed the fact that the International Director (David Fisher) came here has determined it as an emergency situation. He came to help resolve a challenging situation. When Toni was made aware on Friday evening that the International Director was coming, she contacted Rob, Mark (Baker), and Magda (van Rooyen). Toni noted that Rob said he had some time to join the meetings; Mark said he could not attend because of short notice; Magda was offered the chance to attend in person or Zoom, which she declined, as she wanted to read the report and discuss with husband before she could reach a conclusion.

Division G Director, Rob Woolley stated that no complainant knew that this discussion was going to take place until Friday, and so had no time to prepare. If you were in the same situation would you feel it had been dealt with fairly? David Fisher has known about this for several weeks and had lots of discussions about it with a lot of different people. Has never said has been an emergency. Has never said anything about this procedure before. We should be following Toastmasters International rules not our own.

Division D Director, Bailey Wood commented that if it is taken to the District Executive this could occupy the Executive's whole time and detract from their purpose of carrying out the mission for the District.

Division G Director, Rob Woolley re-stated that there was no notice given. It should be fair and just process.

Investigation Committee Chair, Murray Coutts suggested that the normal rules of debate apply; argument and response.

Division D Director, Bailey Wood announced that as the mover he would like to call for the vote on this matter that it is an emergency.

Program Quality Director North, Toni Sharp took advice that Administration Committee could do this and noted that the Administration Committee could take this vote.

The motion was put...

“That the situation of the National Video Competition is viewed as an emergency to allow for discussion and agreement before District Executive Meeting (in May 2018)”

Those in favour - 7

Against – 1 (Rob Woolley, Division G Director)

Abstentions – 8 - David Templeman (IPDD), Celina Templeman (PGD South), Stephen Preston (PRM), Sarah Bate (DD), Tania Fraser (FM), Kathryn Duncan (Division C Director), Michelle Gerwitz (AM), Neil Stichbury (CGD – North)

MOTION SUCCESSFUL

Region 12 Advisor, Robert Cockburn confirmed that when you have quorum, abstentions do not count in the vote.

Division G Director, Rob Woolley stated that District Policy (DP 5) says we need nine affirmative votes, and, as we are in reformation year, that should be 10 affirmative votes.

Parliamentarian, Chrissy Meyer confirmed that is correct, the District Policy does say that.

Program Quality Director North, Toni Sharp asked David Fisher for advice.

International Director, David Fisher advised that we don't need a vote to say this is an emergency. An emergency meeting can be called by the District Director (now Toni as acting District Director).

Region 12 Advisor, Robert Cockburn reconfirmed that when abstentions occur you only count the votes that were cast so the nine affirmative votes aren't needed; so in this case we need a majority.

Division D Director, Bailey Wood clarified that we don't need to vote whether or not it is an emergency. Toni needs to declare that it is one.

Program Quality Director North, Toni Sharp declared that this is an emergency situation as the mission of the District is being distracted with a complicated issue that is already taking up time in a difficult year. (Motion is) open for discussion.

Division D Director, Bailey Wood read out Motion One:

Motion One

“That in relation to the results of the National Video Competition 2017/2018, we resolve to leave prizes with the clubs who already have them and give recognition prizes to all other entrants to the value of a selfie-stick and an advanced manual”

Moved: Bailey Wood, Division D Director

Seconded: Tim Law, Division E Director

Discussion

Division G Director, Rob Woolley stated that we have an International Director and a Region Advisor in the room who are subverting the process.

International Director, David Fisher stated that we are not subverting the process. We only would be subverting the process if we were going against procedures which are kept and approved by Toastmasters International. This is no exception.

Division G Director, Rob Woolley replied that he gets that. He doesn't get that there was no notification to anyone in the District team that this was an emergency situation before we arrived at this meeting today.

International Director, David Fisher replied that it is very rare to have notification of an emergency situation. Dan Rex and the International President are aware of this issue and see this as an emergency.

Division G Director, Rob Woolley responded that they have known about this for weeks so how is it suddenly it an emergency? He does not agree with this process. He thinks that if the District Director, Public Relations Manager, and the three complainants got together with a mediator then we could have resolved this before the District Administration Meeting.

Division G Director, Rob Woolley left meeting at 11.26am.

Motion 1 was still open for discussion

No discussion.

The motion was put

“That in relation to the results of the National Video Competition 2017/2018, we resolve to leave prizes with the clubs who already have them and give recognition prizes to all other entrants to the value of a selfie-stick and an advanced manual”

Those in favour - 10

Those against - Nil

Abstentions - 5 - David Templeman (IPDD), Kathryn Duncan (Division C Director), Stephen Preston (PRM), Neil Stichbury (CGD North), Sarah Bate (DD)

MOTION SUCCESSFUL

Motion 2

“That the District Director will send on behalf of the District Administration Committee an email to all entrants identifying the reason for delays and our course of action”

**Moved: Timothy Law, Division E Director
Seconded: Bailey Wood, Division D Director**

Discussion

Program Quality Director North, Toni Sharp confirmed that Sarah Bate has drafted an email which is item 14.2.2. Can we move that item to now?

Program Quality Director North, Toni Sharp asked all those in favour that we move item 14.2.2 to now.

Everyone was in agreement.

District Director, Sarah Bate read email out.

Thank you for entering into the District 72 Video Competition. I'm sure you are aware that the main place getters and commended entries were notified of the results in early January, however, the prizes for the commended entries have not yet been distributed and the videos not posted to the District 72 website.

A complaint was laid about the operation of the Video Competition. Programme Quality Director Toni Sharp was asked to convene an Investigative Committee and the Top Table was asked not to discuss the Video Competition while the Committee completed its work. Ultimately this has taken a lot longer than anyone envisaged and the Committee has only issued an interim report this last week.

The Top Table and Division Directors had a scheduled District Administration Meeting and training day this weekend (March 3rd and 4th), and the issue was reviewed and resulting actions discussed. At this point in time I extend a sincere apology to all the Toastmasters members and clubs who entered the Video Competition and have been left wondering at the lack of communication from District. While we were told not to discuss the issue, we should have ensured that all competitors were advised there was an issue and that the distribution of prizes and publication of videos was suspended until the issue was resolved.

The issue and resolution will be presented to the District when the Investigative Committee has completed its work. I hope that will be during this coming week. Meantime, please accept an apology from myself on behalf of the District Administration Committee for our lack of communication with the Toastmaster members and clubs involved in the Video Competition.

Discussion

Investigation Committee Chair, Murray Coutts was invited to speak.

There is only one remaining area we were waiting on information for. That has now been determined. We will add one sentence to the interim report that the original decisions stand and take away the word interim. The final report will be with Toni on Monday 5 March 2018.

Region 12 Advisor, Robert Cockburn stated that the investigation committee has completed its work. Based on this report the Administration Committee has decided Motions 1 and 2

“That in relation to the results of the National Video Competition 2017/2018 we resolve to leave prizes with the clubs who already have them and give recognition prizes to all other entrants to the value of a selfie-stick and an advanced manual”

and

“That the District Director will send on behalf of the District Administration Committee an email to all entrants identifying the reason for delays and our course of action”

- Neil – there were multiple complaints not one (first sentence in email).
- Murray – complaints were made by three members of District 72.
- Toni – does Kathryn want her complaint made official?
- Kathryn – yes I do. So should be complaints were laid, not include how many people.
- Sarah – so complaints were laid by members of District 72.
- Kathryn – need to change “interim report issued last week”.
- Sarah – change has been made.
- Stephen – change meeting and apology paragraphs around.
- Murray – scheduled Administration Meeting. Does that matter when this is now an emergency?
- Robert Cockburn – this is not a legal document.
- General agreement that we need to be careful how document (email) is written
- Paragraph changed to “determined under emergency.”

Text of final email sent on Sunday 5th March:

Greetings Competitors

Thank you for entering into the District 72 Video Competition. I’m sure you are aware that the main place getters and commended entries were notified of the results in early January, however, the prizes for the commended entries have not yet been distributed and the videos not posted to the District 72 website.

Complaints were laid about the operation of the Video Competition. Programme Quality Director Toni Sharp was asked to convene an Investigative Committee and the Top Table was asked not to discuss the Video Competition while the Committee completed its work. Ultimately this has taken a lot longer than anyone envisaged and the Committee issued their report last week.

At this point in time I extend a sincere apology to all the Toastmasters members and clubs who entered the Video Competition and have been left wondering at the lack of communication from District. While we were told not to discuss the issue, we should have ensured that all competitors were advised there was an issue and that the distribution of prizes and publication of videos was suspended until the issue was resolved.

The Top Table and Division Directors had a scheduled District Administration Meeting and training day on March 3rd and 4th, and the issue was reviewed and resulting actions determined under emergency.

The District Administration Committee has decided that the results of the National Video Competition 2017/2018 will stand as published and will give recognition prizes to all other entrants of a selfie-stick and an advanced manual.

Please accept an apology from myself on behalf of the District Administration Committee for our lack of communication with the Toastmasters members and clubs involved in the Video Competition.

Programme Quality Director North, Toni Sharp confirmed that an email would be sent to all entrants of competition as has been written and will be sent out this afternoon (4 March 2018)

All those in favour - 12

Against - Nil

Abstentions – David Templeman (IPDD), Stephen Preston (PRM), Sarah Bate (DD)

MOTION SUCCESSFUL

Motion 3

“That an announcement is made through the March District Director’s Newsletter clarifying what has happened with the National Video Competition 2017/2018 and what is being done about it”

Moved: Bailey Wood, Division D Director

Seconded: Scott Martins, Division H Director

Discussion

Public Relations Manager, Stephen Preston left the meeting at 12.10pm

Immediate Past District Director, David Templeman suggested this announcement should come from Toni. It is Sarah's newsletter and doesn't look good coming from her.

Agreed that announcement come out from Toni.

Investigation Committee Chair, Murray Coutts moved that the motion be put.

“That an announcement is made through the March District Director’s Newsletter clarifying what has happened with the National Video Competition 2017/2018 and what is being done about it”

All those in favour - 9

Against - Nil

Abstentions – David Templeman (IPDD), Sarah Bate (DD), Celina Templeman (PQD South) Sharon

Kerr-Phillips (Division F Director), Neil Stichbury (CGD North)

MOTION SUCCESSFUL

14.2.3 Surplus in Conference Account

Finance Manager, Tania Fraser proposed that the surplus from the Gisborne Conference be given to those people who paid for a full registration. Each member would receive a \$20 refund.

This has been clarified with Toastmasters International and there is no problem doing this. As per procedure a motion has been put to the District Executive. This has been done via electronic vote, and the results to date are:

From a total of 76 District Officers eligible to vote: 39 yes, 2 no, 35 no responses.

District Director Sarah requests ratification from the District Administration that we are in agreement with course of action.

Direct action of our motives is not questionable.

Division D Director, Bailey Wood asked what is total value of refund vs total surplus?

Finance Manager, Tania Fraser confirmed that the value of the surplus is \$4453.74, and by distributing \$20 per full registration, it will refund a total of \$4180.

District Director, Sarah Bate confirmed that we only giving a refund to those who paid a full registration as there is a limited amount of money and we had to stop somewhere. Contestants only paid small amount for being there. This is also not a precedent.

District Administration Committee indicated agreement with the proposed refund.

15. Announcements.

Sarah Bate, District Director confirmed that the next meeting will be a District Executive Meeting and will be held on Friday 4th May 2018 at Waipuna Hotel and Conference Centre, Waipuna Road, Mt Wellington, Auckland commencing at 9.45am.

16. Close

“That the District Administration Meeting be closed”

Moved: Celina Templeman, Program Quality Director South

Seconded: Erica Richards, Division A Director

CARRIED

Sarah Bate, District Director declared the meeting closed at 12:23pm.