

Minutes of the District Executive Meeting
Sunday 3rd September 2017
Brentwood Hotel, 16 Kemp Street, Kilbirnie, Wellington
Commenced at 8.45am

Those present (see **Appendix A**)

1. Call to Order and Welcome

District Director Sarah Bate called the meeting of the Toastmasters International District 72 Executive to order at 8.40am 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. Sarah asked all those who would be speaking in the meeting to stand, address the chair, and say their name and Area or Division they are representing before speaking.

Murray Coutts, Area Director F6, remarked that people didn't print their meeting papers and there are no agenda's printed out to hand out so people are not aware of the agenda. Meeting paused to get copies of agenda made.

2. District Mission

Programme Quality Director North, Toni Sharp, read the Mission Statement.

3. Speaking Rights

District Director, Sarah, explained voting and speaking rights.
All District Officers have voting rights at this meeting. District Officers include:

- All Area Directors
- All Division Directors
- Administration Manager, Michelle
- Finance Manager, Tania
- Public Relations Manager, Steve
- 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.

4. Apologies

Administration Manager, Michelle reported the apologies with others announced from the floor. (refer Appendix B)

“That these apologies be accepted.”

Moved: Sam Bennett, Area B2

5. Confirmation of Quorum

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

A quorum for a District Executive Committee Meeting is the majority of its members. The Executive Committee currently has 10 senior officers, 9 Division Directors and 58 Area Directors making a total of 77 members. A quorum is therefore 39 members.

There are 59 members present, we do have a quorum.

6. Changes to an confirmation of Agenda and Additional Items

- Murray Coutts, Area Director F6 queried action for Clubs following the announcement yesterday about Pathways Guides being approved. Many clubs have meetings planned for the next three months. How are they going to fit in space for Guides to attend and present at meetings?
- Sarah confirmed she will discuss this in her report.
- It was confirmed that the Management Accounts will not covered a this meeting. They will be covered by Past District Finance Director Nicola Green at Gisborne.

7. Minutes from the District Administration meeting held 23rd July 2017

The minutes of these meetings have been circulated.

7.1 Corrections to the Minutes

Sarah advised that significant corrections to the Minutes should be advised now. Minor corrections to Michelle after this meeting

There were no corrections received.

“That the minutes of the District 72 Administration Meeting of 5th March 2017 are a true and correct record.”

**Moved: Erica Richardson, Division A
Seconded: Georgie Templeton, Division B
CARRIED**

7.2 Matters Arising from the Minutes

There were no matters arising from the minutes of 23rd July 2017.

8. Correspondence

There have been no items of correspondence received concerning issues that need to be addressed by the Executive.

9. Urgent Business

9.1 Confirmation of Resignations

The following officers has resigned since the District 72 Administration Meeting held on 23rd July 2017:

- Magda van Rooyen, Area Director A2
- Anji Adams, Area Director A6
- Mihiri Hettiarachchy, Area Director H5
- Alfred Pushpakumar, Area Director H6
- Lana Slyuzberg, Area Director E6

“That the District Council accepts the resignations as listed.”

**Moved: Scott Martins, Division H Director
Seconded: Nigel Michels, Area Director D4
CARRIED**

9.2 Confirmation of Appointments

The following appointments have been made since the District 72 Administration Meeting held on 23rd July 2017:

- Catherine Syme, Area Director A2
- Magda van Rooyen, Area Director A6
- Alfred Pushpakumar, Area Director H5
- Hitesh Lad, Area Director H6
- Philip Smith, Area Director E6
- Stewart Dixon, Area Director J2

“That the Executive confirms the appointments as listed.”

**Moved: Kylee Maloney, Area Director J1
Seconded: Siphon Ndlhovu, Area Director B4
CARRIED**

9.3 New Clubs

The following Club has chartered since the District Administration meeting held on 23rd July 2017:

Division	Area	Club Number	Club Name	Location
F	2	5483983	Moo talk Toastmasters Club	Auckland

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

10. Convention Reports

10.1 Report from Wellington Convention, May 2017

No update has been received from the Wellington Convention team. They are in the final stages of wrapping up the accounts. The final registration figures were \$55,303. The last few expenses are to be paid out. Their final report will be presented at the Gisborne Executive Meeting.

“That the report is moved as received.”

**Moved: Tania Fraser, Finance Manager
Seconded: Kathryn Duncan, Division C Director
CARRIED**

Report opened for discussion. No questions or comments received.

10.2 Report from Gisborne Convention, November 2017

Agenda for Gisborne Convention has been circulated. Their plans are on track to host us on 10 – 12 November. Their budget was approved at the Executive Meeting held on 12 May 2017. The budget to date is only showing income of \$18,853 for registrations. They are expecting more income in the next few months.

“That the report is moved as received.”

**Moved: Tania Fraser, Finance Manager
Seconded: Catherine Syme, Area Director A2
CARRIED**

Budget is received and open for discussion. No questions or comments received.

10.3 Report from Waipuna Convention, November 2017

The Waipuna Convention is on track. To note: all District Officers need to be at the venue by 9.30am on Friday 4 May. The Executive Meeting and training starts at 10.00am. The Convention will also finish later than usual on Sunday 6 May. The Convention Committee working on finalising the educationals.

No budget has been presented to date. The draft information that has been received has not been enough to give a report. The Top Table are working with convention team to get information for next Executive Meeting in November 2017.

“That the report is moved as received.”

**Moved: Tania Fraser, Finance Manager
Seconded: Sam Bennett, Area Director B1
CARRIED**

Budget is received and open for discussion.

Murray Coutts, Area Director F6 raised a concern that the budget may not be approved in November (this has happened in the past) and will affect registration forms which will already have been printed. This is messy and unprofessional and makes it very confusing for everyone. District Director, Sarah, and Programme Quality Director South, Celina will have conversation with the Convention chair, to ensure figures are received as soon as possible.

11. Finance Manager's Reports

11.1 Management Accounts for the year Ended 30 June 2017

As noted earlier, these will be presented in Gisborne by Past Finance Director Nicola Green.

11.2 Final report on Wellington Convention, May 2017

As noted earlier, this will be presented in Gisborne.

11.3 Budget for Gisborne Convention, November 2017

As noted earlier, this budget was approved in May 2017, and is on track.

11.4 Budget for Waipuna Convention, May 2018

As noted earlier, this is being finalised and will be available for discussion and approval in Gisborne.

11.5 District Budget 2017 – 2018

Budget is being prepared and will be available for discussion and approval in November 2017.

12. Senior District Officer Reports

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

- Division A Director, Erica, presented the report for Division A.
There has been one resignation from Area A6 as discussed. This role has been filled.
Club membership of 'Watch this Space', 'Waiheke' and 'OP Auckland' have all moved to 16 – 19 members column. 'AUT' club is now in the 20+ column.
'Well Connected' is considering disbanding. This is still under investigation and discussion.
CLT has been completed. 95 officers were trained. At least 18 out of 25 Clubs had more than four officers trained.
Area Contests are commencing, and Division Conference is being planned.
'Wake Up' in Kelston will celebrate its 15th Anniversary this year.

Erica moved that her report be received.

- Division B Director, Georgie, presented the report for Division B.
All Cubs have now set contest dates and held contests. They have all been successful and Georgie can attest to the humorous nature of the speeches.
Venue for Division Conference still to be confirmed.

Georgie moved that her report be received.

- Division C Director, Kathryn, presented the report for Division C.
Dunedin Club is celebrating 55 years this year.
A new trophy has been established for the Division which is for special services to the Division. The award was won by Charlotte Winkel from Queenstown Club for being the driving force of getting the Club from 17 members to 23. Further congratulations to Charlotte on the recent birth of her son, Andre.

Kathryn moved that her report be received.

- Division D Director, Bailey, presented the report for Division D.
CLT has been completed and data uploaded.
'Rotorua' Club has been assigned two Club Coaches.

Bailey moved that his report be received.

- District Public Relations Manager, Stephen Preston, presented the report for Division E.

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

Stephen moved that his report be received.

- Division F Director, Sharon, presented the report for Division F.
As noted earlier, 'Moo Talk' chartered on 10 August.
'Whangarei at Lunch' Club celebrates the 10th anniversary this year
CLT went well. A few updates regarding attendees need to be reported to TI.

Sharon moved that her report be received.

- Division G Director, Rob, 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, presented the report for Division H.
'Britomart' has been unable to be resurrected so will disband. There is a new club in formation, 'Infidelity'. A second struggling club is now up to 9 members.
There was a good turnout at CLT.
Area Contests commence next weekend.

Scott moved that his report be received.

- Division J Director, Colin, presented the report for Division J.
Welcome to the new JD Area Director, Stewart Dixon.
Four very successful CLTs were completed and all attendance has been recorded. Are pleased to have achieved second highest attendance across the country.
Club Contests are underway. Area Contests all have dates confirmed. Division Conference venue has also been confirmed.

Colin moved that his report be received.

"That the verbal reports for the Division Directors be received"

**Seconded: Kingsley Moody, Area Director F9
CARRIED**

12.2 Public Relations Manager Report

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

"That the report is moved as received."

**Moved: Stephen Preston, Public Relations Manager
Seconded: Bailey Wood, Division D Director
CARRIED**

12.3 Club Growth Director's Reports

Fiona Hodge, Club Growth Director South, presented the Club Growth Director's Report.

New Clubs

Welcome to new club. Moo Talk, F2 #5483983 and congratulations on chartering.

Club Coaches

21 coaches are working with clubs to help them achieve their goals.

Recently appointed Coaches:

- Wendy Booth and Erna Cullen for Rotorua TM Club
- Pauline Cook and Macha Miller Speaking of Levin J3 9405
- Ross Kennedy has extended his coaching with Lower Waikato Club. 00003157

Pending Coaches

- Steve Wockner for Hokitika Club #2097688, G9
- Peter Cropp for Greymouth Club #1478410, G9
- John Sullivan for Westport Club # 335135, G9
- Peter Walls , for Hereford Club #7144, G7

“That the report is moved as received.”

Moved: Fiona Hodge, Club Growth Director South

Seconded: Nigel Michels, Area Director D4

CARRIED

12.4 Programme Quality Director's Report

Toni Sharp, Programme Quality Director North, presented the Programme Quality Director's Report.

Congratulations for Club visits filed:

- First report filed, Jonathan Darby, Area Director A3
- First area to complete filing all reports, Nelson Early, Area Director G4

DTMs registered this year to date:

- Jane Atkinson
- Maurice Judd
- Kevin Broughton
- Lance Clark
- Rae Clark
- Deborah Geisler
- Philip Wrigly
- Joy Ackrill
- Nathan Saminathan

Pathways set to unroll on 7th December if minimum of 80% of clubs have been trained by guides.

“That the report is moved as received.”

**Moved: Toni Sharp, Programme Quality Director North
Seconded: Tina Brockway, Area Director A1
CARRIED**

12.5 Immediate Past District Director’s Report

District Director, Sarah Bate presented the Immediate Past District Director’s report. There are no updates to the report as it was presented.

“That the report from the Immediate Past District Director be received.”

**Moved: Sarah Bate, District Director
Seconded: Hitesh Lad, Area Director H6
CARRIED**

12.6 District Director’s Report

Pathways

The plan this week is to email all Clubs and District Officers explaining the position we are at with Pathways. The email will suggest they exercise patience as we do need to take time to make sure Pathways Guides are fully and properly trained. Clubs need to keep agendas a bit flexible to accommodate a visit from their Guide.

Guides vs Ambassadors

Ambassadors advertised that the new education programme was coming. This programme didn’t come to fruition and was replaced by pathways. Most Ambassadors became Pathways Guides.

It has since been changed again, and we can have Ambassadors and Guides however Sarah and Dave Young (Pathways Ambassador) decided not to have Ambassadors as there was no purpose as the didn't have the information they needed to undertake their role. This would have been uncomfortable for Ambassadors.

Club Kits are coming,

80% ready to roll out on 7 December 2017.

We will have a Pathways Guide day in early November to discuss training and answer questions they have. Sarah will send information about this event to Pathways Guides this week.

Thank You

Sarah extend a ‘thank you’ to Programme Quality Director’s and Club Growth Director’s for all their hard work over the past few months. They have done a lot of hard work.

She also extended thanks to all the Executive team, and wider team of Division and Area Directors. She knows of all the work that goes on and is grateful for everyone's efforts.

Please keep in contact; emails are preferred.

“That the report from the District Director be received.”

Moved: Sarah Bate, District Director
Seconded: Nigel Michels Area Director D4
CARRIED

Reports opened for discussion.

Question: Murray Coutts, Area Director F6 queried the contact details on the Toastmasters New Zealand website. Currently the only contact details are for the Top Table. In the past, details for Division Directors have also been available. Requests that full executive be listed on website; their name, Area / Division and Toastmasters email address.

Response: Stephen Preston confirmed that this is being worked on at the moment and all details will available on the website soon.

Question: Christine Tutbury, Area Director D2 asked for more detail about Queenstown Club's success with membership growth.

Response: Kathryn Duncan, Division C Director outlined two things the Club had done. Firstly, they paid for boosted advertising of their Facebook page. This meant they could choose selected people in Queenstown, e.g. age, location, to get the information. All Club members also shared the Facebook advertisement. They also ran an advertisement in the paper. Of the 25 guests at their open night, 24 saw the Facebook advertising, one saw the paper advertisement.

Question: Jilnaught Wong, Area Director H2 asked for confirmation of the last date to achieve DTM under the current educational programme.

Response: Sarah Bate District Director, confirmed that there is a two-year transition from 20 June 2018, so the last date for working towards DTM under the current education programme is 30 June 2020.

Question: Glen Pearce, Area Director J5 queries whether the best time to start pathways was in December as Clubs will be closing for the summer holidays shortly afterwards

Response: Sarah Bate, District Director. This is a good question. There was a special meeting in Vancouver for Region 12 about this issue. District Directors had written to express that particular concern. After consideration of options presented, it was decided it was preferable to get on with job and get Guides trained with big push when everyone is back in January. It was agreed that it is better this way than to delay the start even more. Neil Stichbury, Club Growth Director North, added: that there are five Pathways Guides in the room. It has been interesting talking to them about the challenges they see including many members having never logged into the Toastmasters International website. He suggested Area Directors encourage members to start doing this and get used to it.

Question: Brian Preddy, Area Director G7, expressed grave concerns about Pathways. Some Clubs have elderly members, e.g. 50% over 50 years old, without computer experience and with a phobia of having to use one. There is concern that we could lose members and Clubs

if no one looking after Pathways in those clubs. It will be hard for VPEs to manage as they have enough to do. Who will input information? What about those who don't like computers?

Response: Sarah Bate, District Director confirmed this has been discussed a lot at Vancouver and this is of particular concern to her. There is a lot of awareness about groups of people who do to want to interact over the internet and on a computer. Toastmasters International is working to make Pathways accessible on paper. It is possible to start paths with paper manuals. It may be that someone in the Club may need to download paper manuals for other members.

The idea is that it will be VP Education who will manage Pathways within Clubs, but it is also possible to have a Pathways “Guru”, will need to be on the Club Committee so they have access to club central.

We haven't seen a fully working Pathways platform on the Toastmasters International website but each club will need to work out what is best for them when access is available.

At the Pathways Guide day we will work out how to manage these issues.

Stephen Preston: moved to shelve this issue at the moment. Pathways Guides are approved and will be trained. These issues / questions will be managed by them.

Sarah happy to respond to further questions outside meeting.

13. Motions on Notice

13.1 Realignment Report

District 72 Realignment document is to be brought to the November Executive and District Council Meetings. We are unable to completely approve in November due to Toastmasters International policies. The Realignment will need to be adopted in May 2018. In November 2017 we will approve future Division structures which will be ratified in May 2018. We needs to be resolve some items in November so we can get on with preparing District Procedures for District 112 so we will be able to start working with new Procedures once the split occurs.

Would like to thank Murray Coutts for bringing this item to the Top Table’s attention for this meeting.

Discussion

Question: Sian Killick, Area Director F2 highlighted that proposals A and B different.

Response: Sarah Bate, District Director confirmed that this is a draft document, it is not perfect. She thought it was important to feed out to Clubs and members so there is time for feedback before the meeting in November. Area Directors please make sure Clubs have seen the document and ask them for their feedback. The more feedback we receive, the better the report that will be presented in November.

Question: Murray Coutts, Area Director F6 suggests that the document is well written but is very big. Including a simple graphic which people could look at and see what structure will look like may be useful. Murray has a suggested graphic which he will give to Sarah.

Response: Sarah Bate, District Director thanked Murray for his suggestion. The Realignment Committee is aware that Clubs probably only want to focus on their own Clubs and Divisions, but all comments will be considered. We can't please all of the people all of the time but we will do our best.

Question: Katrina Hudson, Area Director B5 commented that in B5 three of four clubs have the same meeting day and time. It is important to know these things when working out realignments.

Response: Sarah Bate, District Director asked Toni Sharp to make a note of this instance and for the committee to consider this when looking at other realignments.

14. General Business

12.1 Convention Bids

A call has not yet been put out for May 2019 Convention bids. This will be done in time for discussion at November Executive meeting. Anyone making a bid needs to specify whether they are bidding for District 72 or District 112.

We will need to ratify dates: District 112 will be the last weekend in April, District 72 will be the second weekend in May. This will ensure those who wish to attend both Conventions can. Moving forward each District will decide when their Convention will take place.

12.2 Other General Business

There were no other items of General Business for discussion.

15. Announcements

Sarah Bate, District Director confirmed that the next meeting will be a District Executive meeting and will be held on Friday 120th November 2017 at the Emerald Hotel and Conference Centre at 13 Gladstone Road, Gisborne, commencing at 5.00pm.

16 Close

“That the District Executive Meeting be closed”

Moved: Sian Killick, Area Director F2
Seconded: Bailey Wood, Division D Director
CARRIED

Sarah Bate, District Director declared the meeting closed at 9.46 am.

Appendix 1

Present

Role	Name
District Director	Sarah Bate
Programme Quality Director North	Toni Sharp
Club Growth Director North	Neil Stichbury
Club Growth Director South	Fiona Hodge
Public Relations Manager	Steven Preston
Finance Director	Tania Fraser
Parliamentarian	Chrissy Meyer
Administration Manager	Michelle Gerwitz
Division A Director	Erica Richardson
Division B Director	Georgie Templeton
Division C Director	Kathryn Duncan
Division D Director	Bailey Wood
Division F Director	Sharon Kerr-Phillips
Division G Director	Rob Woolley
Division H Director	Scott Martins
Division J Director	Colin Leong
Area Director A1	Tina Brockway
Area Director A2	Catherine Syme
Area Director A3	Jonathan Darby
Area Director A4	Tina Richards
Area Director A6	Magda van Rooyen
Area Director B1	Sam Bennett
Area Director B3	Heather Riches
Area Director B4	Sipho Ndlhovu
Area Director B5	Katrina Hudson
Area Director C1	Esther Haines
Area Director C2	Christine Livingston
Area Director C4	Jane Gregory
Area Director C5	Linda Barnes
Area Director D2	Christine Tutbury
Area Director D3	Alan Holloway
Area Director D4	Nigel Michels
Area Director D6	Margaret McClintock
Area Director E1	Mele Fuimaono
Area Director E2	Jo Moar
Area Director E3	Channa Ranasinghe
Area Director E4	Pauline Gallagher
Area Director E6	Phillip Smith
Area Director E7	Caroline Wallace
Area Director F2	Sian Killick
Area Director F3	Francy Parfitt

Area Director F4	Neela Luminglas
Area Director F6	Murray Coutts
Area Director F7	Frank Phillips
Area Director F9	Kingsley Moody
Area Director G1	Stephen Moore
Area Director G2	Louise Davy
Area Director G3	Nicola Robertson
Area Director G4	Nelson Early
Area Director G6	Johanna Ryan
Area Director G7	Brian Preddy
Area Director H2	Jilnaught Wong
Area Director H3	Dave Syder
Area Director H6	Hitesh Lad
Area Director J1	Kylee Maloney
Area Director J2	Stewart Dixon
Area Director J4	Mercy Brown
Area Director J5	Glen Pearce
Area Director J8	Alison McKone

Appendix 2

Apologies

Programme Quality Director South	Celina Templeman
Immediate Past Division Director	David Templeman
Division E Director	Timothy Law
Area Director A5	Arno Gruber
Area Director B2	Warwick Fleming
Area Director E9	Rob Barton-Howes
Area Director E10	Jad Pamment
Area Director F5	Felicity Hopkins
Area Director F8	Rowena Foster
Area Director G5	Doug Hilliard
Area Director G8	Sabine Parry
Area Director G9	Steve Wockner
Area Director H1	Salesh Narayan
Area Director H4	Anabel Valdez-Chong
Area Director H5	Alfred Pushpakumar
Area Director J3	Ngawara Cranfield
Area Director J6	Glenys Brown
Area Director J7	Vanessa Creamer