**Toastmasters International**

**District 72 District Council Meeting**

**Sunday, 27 September 2020, 9am**

**1 Call meeting to order and welcome**

District Director (DD) Rob Woolley called the meeting to order at 9am and welcomed all present. He explained that the meeting was being recorded to facilitate taking minutes. He also explained the voting process.

**2 Notice of meeting**

Administration Manager (AM) Erin Daldry read the notice of meeting.

**3 Speaking rights**

Only Club Presidents and Club Vice Presidents Education have voting rights. This includes the right to move and second motions and amendments. Under Toastmasters International (TI) Policy, DD Rob invited all Toastmasters present to officially attend and extended speaking rights to them. He explained how to indicate a wish to speak.

**4 Confirmation of quorum**

District Parliamentarian (DP) Carol Mitchell noted that a quorum for the semi-annual District Council is one third of Club Presidents and Club Vice Presidents Education. The District currently has 121 clubs and, therefore, 242 votes. One third is 81 votes. DP Carol advised that 86 votes were present and the quorum was confirmed.

 DP Carol explained that those members who registered after 5pm on Thursday, 24 September do not have voting rights. All those with voting rights would have received an acknowledgement of registration from her.

 DD Rob asked anyone who was affected by that deadline to send him an email explaining how the credentials process could have been made easier so District could learn how to improve that in the future.

**5 Apologies**

AM Erin reported apologies from the following District Officer:

* Pauline Payne, Area C3 Director
* Kayleen Gilder, Area C4 Director (announced incorrectly. Kayleen was online.)
* Bryan Harrison, Area E3 Director
* Airwaves Toastmasters
* Alpine Toastmasters
* Capital Club
* Churton Park Toastmasters Club
* Coastmasters Toastmasters Club
* Liffey Club
* Lunchspeak Club
* Newtown Toastmasters
* Ngaio Toastmasters
* Southern Cities Club

**Moved that the District Council accepts the apologies**

**Moved: Kathryn Duncan, Club Growth Director (CGD)**

**6 District Mission**

Programme Quality Director (PQD) David read the District Mission statement.

**7 Changes to and confirmation of agenda and additional items**

No items were added to the agenda.

**8 Minutes of District 72 Council Meeting**

The minutes of 9 May 2020 District Council meeting have been circulated.

**Moved that the minutes of the 9 May 2020 District Council Meeting are a true and correct record**

**Moved: Richard Taylor, VP Education, Aranui**

**Seconded: Mary Jaksch, President, Nelson Madhatters**

**CARRIED**

**9 Matters arising from the minutes**

There were no matters arising from the minutes.

**10 Correspondence**

AM Erin stated that there were no items of correspondence concerning issues that need to be addressed by the Council.

**11 Urgent business**

**11a Confirmation of Officer resignations**

The following resignation has been received since the District Council held on 9 May 2020:

* Ursula Kaey, Area D3 Director

**Moved that the District Council accepts the resignation of the Officer as listed**

**Moved: Sabine Parry, President, Boaters**

**Seconded: Serena Sii, President, Riccarton**

**CARRIED**

**11b Confirmation of District Officer and Field Officer appointments**

The following appointments have been made since the District Council meeting held on 9 May 2020:

* Area D3 Director, Richard Taylor
* Area G2 Director, Erin Rose
* Area H2 Director, Kath Cherrie

**Moved that the District Council confirms the appointment of the officers as listed**

**Moved: Carl Horn, President, Westport**

**Seconded: Mata Samatua, President, Aranui**

**CARRIED**

**11c Confirmation of new clubs into areas**

No new clubs have chartered since the 9 May 2020 District Council meeting.

**12 Conference report**

 **Report from Upper Hutt Conference May 2021**

PQD David O’Brien read Committee Chair, Karen Lynley’s report (see Appendix 2). He thanked the committee who put in a lot of effort into this event, particularly Karen Lynley. DD Rob also extended his thanks to the committee.

**Moved that the Upper Hutt Conference May 2021 report be received**

**Moved: David O’Brien, PQD**

**Seconded: Helen Cartmell, VP Education, Hutt Valley**

There was no discussion.

**12.1 Bids for future conferences**

PQD David stated that, as District has not made a decision about the makeup of the May 2021 online conference, no bids have been received. He stated that the District Training team had offered to help set up a committee to organise this event.

The conference bid for May 2022 (Christchurch) was previously approved. Otherwise, there are no bids for future conferences.

**13 Finance Manager’s reports**

 **District Financial Statements 1 July 2019 to 30 June 2020**

FM Philip presented the report and stated that the result has been severely impacted by COVID19.

 Revenue:

* Below budget by over $50,000 for the year. The majority of that was because there was no conference revenue. The other significant variance was because the District Service Charge ($10,419) was refunded to all clubs, and District Store revenue was well below budget. District was expecting to receive $14,293 in District Service Charge.
* Membership revenue held up well but was slightly below budget.
* Other revenue is from District 112 for the 0800 number and their share of the website.

Expenditure:

* Conference expenditure: not zero. The Christchurch conference costs were mostly refunded but the venue retained 10% as allowed under the contract. Other minor conference costs were incurred.
* District Store purchases were below budget. However, because the District Store has been closed, the old stock that was held have been written off. Items with continuing value have been retained for future use.
* Marketing was the largest expenditure. Once COVID19 became apparent, it was decided not to continue with expenditure. Most expenditure had been enacted or committed before lockdown.
* Communications and Public Relations costs relate to the website. The slight under-spend is because the rework of the website didn’t go ahead.
* Education and Training was under budget by nearly $19,000. Area and Division Directors spent prudently. District Officer Training was $1,400 below budget. Spending related to awards was also below budget. Club Officer Training was $5,000 under budget due to savings on venues and food. Division workshops that were not able to be run resulted in a $10,000 saving.
* Speech contests expenditure was $3,000 under budget, partially due to good cost control by Area and Division Directors. Two Division contests and the District contests were held online. No revenue was budgeted for contests in the past year.
* Administration expenses were under budget. The need to pay for more Zoom accounts meant this portion was over budget but it was offset by postage and bank charges. These were lower because District Store transactions were fewer. We also saved money in printing.
* Travel was under budget by nearly $7,000. A lot was due to District Officers booking early but also due to COVID19 restricting travel in the latter part of the year. There was $3,000 in travel incurred for training at the cancelled May conference. District Officers were reimbursed for booked travel but were left with credits by the airlines. It is hoped that some of that will be recovered by the use of credits by District Officers who are carrying on in District roles. For the District Officers not doing that, it is hoped that they will refund the value of the credit to District when they use it.
* ‘Other’ relates to foreign exchange variations.

Summary:

* We budgeted to lose approximately $59,757 and only lost approximately $42,565. COVID19 impacted on the amount of training and travel paid for. However, there was also less revenue, including District Service Charge revenue.

Available funds:

* $87,388 in the bank. Toastmasters International (TI) mandates that we maintain $19,646 – our minimum reserve – leaving total available funds: $67,742. If we have more than 125% of that minimum, TI will, in the future, take 50% of the excess back into centralised funds.

Balance sheet:

* Prepayments ($870) relate to expenses incurred for the now cancelled Upper Hutt conference.
* Accounts Receivable relates to a timing difference on a refund.
* Other Current Assets mainly relates to GST refunded by the IRD on the conference registrations, and the District Service Charges, which were refunded.
* Fixed Asset is a laptop that is being depreciated.
* Accounts Payable ($4,000) relates to invoices not paid as at 30 June 2020, which have now been paid.
* Accrued Liabilities are items for which District has not yet recieved claims but that related to last year, e.g. awards not yet engraved and July District Officer Training costs.
* There is an accrual of $3,300 for District Service Charge refunds that have not yet be paid because valid bank accounts have not been provided.
* Normally, the balance sheet would have Income in Advance but, with the conference cancellations, there are no unrefunded prepayments.
* We hold $80,978 in members’ funds.

**Moved that the district financial statements for 1 July 2019 to 30 June 2020 be received**

**Moved: Philip Smith, FM**

**Seconded: Timm Treskatis, President, U-CAN-SPEAK**

 Peter Scholtens, VP Education, Capital Chatterers, congratulated FM Philip on an excellent summary. He stated that there was a significant reduction in Area Directors expenses but not in Senior District Officers’ expenses. He asked why there was no reduction in Senior District Officers’ travel due to COVID19. FM Philip explained that Senior Officers’ travel had mostly occurred before COVID19. They were also included in the travel that was not able to be refunded for District Officer training at the cancelled conference. Up to that point, they were probably overspending. FM Philip offered to send Peter a breakdown by individual role. Peter declined.

 Peter asked whether there was any significant value in the retained District Store items given that they don’t appear on the balance sheet. FM Philip explained that he was referring to economic value and that no value would be retained on the balance sheet. He offered a list of retained items. Peter declined.

 DP Carol asked why this year’s travel expense was higher than the previous year given the reduction in travel. FM Philip stated that he was not completely familiar with the previous year’s travel breakdown. Travel in this District is expensive and COVID19 has increased the price of travel. FM Philip offered to get more detail after looking at the previous year’s figures.

 **District Audit Committee report**

FM Philip stated that the audit has not yet been completed. It will be completed at a future date. There was no discussion on this matter.

**13.1 District budget for the year ending 30 June 2021**

FM Philip noted that the budget covers those categories that were presented in the financial statements. However, some TI rules have changed. Districts are obliged to budget for break-even, there are some new categories and there are some caps on existing categories.

* Travel has been reduced from 30% to 25%, which is a challenge because of our geography. COVID19 is making travel more expensive too. Fortunately, there is no international travel this year because the Trio is not being trained overseas.
* Training in person would cover venues, catering and materials. Training online is a lot cheaper. The training budget this year allows for one in-person Club Officer Training session per Division.
* Marketing covers corporate booklets and ads. TI has split marketing into Marketing outside Toastmasters, Recognition, and Club Growth.
* Administration covers Zoom, MeetUp, awards, bank fees and the costs of councils.
* Contests category: contests are all online this year so budget is only for engraving.
* Communications and Public Relations is for the website and services.
* District has met all the TI budget limits. Note that marketing has a minimum of 5% and a maximum of 10% of budget that has to be spent.
* Total budget spend is $66,863, which is significantly lower than in previous years.

**Revenue**

* Revenue is provided by TI.
* This budget still includes revenue for a conference or event, even though the Silverstream conference is not happening in the expected form.
* District has budgeted revenue and costs for three fund-raising activities, one in each main centre.
* There is no District Store revenue budgeted because there is no longer a District Store.
* There is no Other revenue because District will not be levying a District Service Charge this year. District 112 also no longer pays for shared services.

**Expenditure**

* Conference is budgeted at break even.
* District has budgeted expenses for fundraising events as mentioned above.
* There is no expenditure for District Store
* Marketing reflects the strategies and plan that have been developed, as do Recognition and Club Growth.
* Public Relations is related to the website, including provision for website improvements.
* Education and Training costs have reduced with limited in-person training. Online is significantly cheaper. The same applies to the Speech Contests category.
* Administration expenses are reduced because we have no bank fees or postage associated with the District Store.
* Food and Meals is a new category that was previously included in Education and Training. There is some budget associated with the few in-person events planned.
* Travel expenses are just within the limit and based on very limited travel by District Officers, who will be required to have more online events, e.g. administration meetings and District Officer Training.
* Lodging is a new category. This would normally include money for the Trio’s international training. There is nothing budgeted for that this year so this category is a provision for payment of lodging for District Officer Training events in lieu of travel.

**Moved that the District 72 budget 2020-2021 be received**

**Moved: Philip Smith, FM**

**Seconded: Kathryn Duncan, CGD**

Peter Scholtens, VP Education, Capital Chatterers asked if there is any penalty to the Trio if District spends in excess of budget. FM Philip replied that there is no fine. However, TI and members would require an explanation. Peter asked how District will achieve its goals with a significantly lower expenditure. DD Rob stated that revenue is dictated by TI. District has removed surplus expenses and created opportunities to increase expenditure with the fundraising events. District has reviewed everything it would like to do and costed it.

Peter commented that the net benefit of the fundraising was small. He then asked what specific marketing goals District has outside Toastmasters. Public Relations Manager (PRM) Tian stated that District will focus on events and video because that drives public awareness. Facebook is trying to encourage these things. Facebook advertising is cheaper than other methods such as the ‘Back of the Bus’ campaign to drive people to clubs. District is aiming to increase our Facebook following to 10,000 likes. At that stage, we will increase our status on that platform. District also wants to grow content and drive it to the website, where we can measure interest and effectiveness. CGD Kathryn spoke about equality of marketing between clubs, whatever size they are. She mentioned the fundraising activities, alongside brochures that will be developed to help clubs showcase themselves.

**Moved that the District 72 budget 2020-2021 be approved**

**Moved: Tony Wong, President, Wanaka**

**Seconded: Richard Taylor, VP Education, Aranui**

**CARRIED**

 Postscript: A no vote for the budget was incorrectly noted at the meeting as Kathleen Palmer, President, Te Puni Korero. She explained later that this was an error and that she was not the no vote. Therefore, that voter has gone unnamed.

**13.2 Progress report for Upper Hutt Conference May 2021**

FM Philip presented the report.

* $1630 ex GST has been received in registrations, all of which will be refunded.
* $870 was spent on the venue deposit. This has been agreed to be refunded.
* $130 was allowed for miscellaneous expenses for items already purchased.
* Overall, the conference will cost around $130.

 **Moved that the Upper Hutt Conference May 2021 progress report be received**

**Moved: Philip Smith, FM**

**Seconded: Timm Treskatis, President, U-CAN-SPEAK**

 There was no discussion.

**14 Senior District Officer reports**

DD Rob called on the Senior Officers to present their reports.

**15 Division C Director report**

Division C Director Simon Greig presented his report as tabled.

 **Moved his report be received**

**16 Division D Director report**

Division D Director Brad Grootelaar presented his report as tabled.

 **Moved his report be received**

**17 Division E Director report**

Division E Director Lisa Wheeler presented her report as tabled.

 **Moved her report be received**

**18 Division G Director report**

Division G Director Judy Love presented her report as tabled.

 **Moved her report be received**

**19 Division H Director report**

Division H Director Owen Winter presented his report as tabled with the following verbal updates.

* Kath Cherrie has been appointed as Area H2 Director.
* There is a typo in the first bullet point under the heading ‘Key Successes so far’. ‘JH4’ should read 'H4’.

 **Moved his report be received**

**20 Division J Director report**

Division J Director Mary Clarke presented her report as tabled.

 **Moved her report be received**

**21 Public Relations Manager report**

PRM Tianyuan Qu presented his report as tabled.

 **Moved his report be received**

**22 Club Growth Director report**

GCD Kathryn presented her report as tabled.

 **Moved her report be received**

**23 Programme Quality Director report**

PQD David presented his report as tabled.

 **Moved his report be received**

**24 District Director report**

DD Rob presented his report as tabled.

 **Moved his report be received**

**Moved that the District Officer reports other than the Financial reports be received**

**CARRIED**

Peter Scholtens, Vice President, Capital Chatterers asked whether there was any policy on having judges’ debriefs after contests. This was mentioned in several reports. PQD David deferred to DP Carol. DP Carol stated that TI has allowed this for several years but it has only been taken up this year. It is used to develop judges. Peter asked if it will be used across Area contests. DP Carol stated that it is not mandatory.

 Kathleen Palmer, President, Te Puni Korero stated that judges’ post-contest debriefings used to be common, then were stopped. She asked if whatever stopped them has been overcome. DD Rob stated that there is a directive against discussing the result but there is nothing to stop judges debriefing to share knowledge and learning post-contest. There is to be no debate about the results though.

**25 General Business**

 There was no general business.

**26 Announcement**

The next meeting will be the District Council meeting to be held on 15 May 2021 via Zoom, with the time to be advised.

**27 Close**

 DD Rob thanked everyone who participated, represented their clubs and exercised their democratic rights. He also thanked the technical officers, Bailey Wood and Tim Law.

**Moved that the meeting be closed**

**Moved: Peter Scholtens, VP Education, Capital Chatterers**

**Seconded: Gerald Hartley, VP Education, Boaters**

**CARRIED**

The meeting closed at 10:16am.

**ADDENDUM**

**Section 11b Confirmation of District Officer and Field Officer appointments**

This section should have included the following appointments, which were confirmed by the District Executive Committee on 19 July 2020. They were inadvertently omitted from the list read out. They will be voted on at the next District Council meeting.

* Division G Director, Judy Love
* Division H Director, Owen Winter
* Area C1 Director, Graeme Hunt
* Area C3 Director, Pauline Payne
* Area C4 Director, Kayleen Gilder
* Area D1 Director, Peter Stikkelman
* Area D2 Director, Matt Jordan
* Area D4 Director, Clare Law
* Area D5 Director, Judith Snelling
* Area E1 Director, Mary Jaksch
* Area E3 Director, Bryan Harrison
* Area E5 Director, Nic van Irsel
* Area E6 Director, Melissa Wong
* Area G1 Director, Zeena Khan
* Area G3 Director, Susanne Krejcek
* Area G4 Director, Anthony Fletcher
* Area G5 Director, Lydia Johnston
* Area H3 Director, Glen Pearce
* Area H4 Director, Mike McKee
* Area J1 Director, Pauline Cook
* Area J2 Director, Gary Nicholson
* Area J3 Director, Carol Wald
* Area J4 Director, Genevieve McLachlan
* Area J5 Director, Rose Wyse
* District Trainer, Helen Cartmell
* District Trainer, Kath Cherrie
* District Historian, Denis McCord
* District Technical Manager, Tim Law
* District Technical Manager, Bailey Wood

**Appendix 1: District Council meeting attendance – 27 September 2020**

**District Officer Attendance**

District Director Rob Woolley

Programme Quality Director David O’Brien

Club Growth Director Kathryn Duncan

Public Relations Manager Tian Qu

Finance Manager Philip Smith

Administration Manager Erin Daldry

District Parliamentarian Carol Mitchell

Division C Director Simon Greig

Division D Director Brad Grootelaar

Division E Director Lisa Wheeler

Division G Director Judy Love

Division H Director Owen Winter

Division J Director Mary Clarke

Area C1 Director Graeme Hunt

Area C4 Director Kayleen Gilder (Corrected to C4 from C2 following 15.5.21 Council meeting)

Area D1 Director Peter Stikkelman

Area D2 Director Matt Jordan

Area D3 Director Richard Taylor

Area D4 Director Clare Law

Area D5 Director Judith Snelling

Area E1 Director Mary Jaksch

Area E5 Director Nic van Irsel

Area E6 Director Melissa Wong

Area G1 Director Zeena Khan

Area G3 Director Susanne Krejcek

Area G4 Director Anthony Fletcher

Area G5 Director Lydia Johnston

Area H2 Director Kath Cherrie

Area H3 Director Glen Pearce

Area H4 Director Mike McKee

Area J1 Director Pauline Cook

Area J3 Director Carol Wald

Area J4 Director Genevieve McLachlan

Area J5 Director Rose Wyse

**Club Attendance**

Aranui Toastmasters President, VP Education

Avon Club VP Education

Bishopdale Club VP Education

Boaters Club President, VP Education

Business Breakfast Club President, VP Education

Capital Breakfast Club President

Capital Chatterers Club VP Education

Christchurch Athenians Toastmasters VP Education

Christchurch Club VP Education

Collider Toastmasters VP Education

Cook Strait Toastmasters VP Education

Cup Cake Communicators President, VP Education

Dawnspeakers Club VP Education

Dollan House Toastmasters President

Dunedin Toastmasters President, VP Education

Fearbusters President

Five Crowns Club VP Education

Foveaux Club VP Education

Gracefield Toastmasters Club VP Education

High Noon Bankers VP Education

Hutt City Toastmasters President, VP Education

Hutt Valley Toastmasters VP Education

Kaiapoi Club President

Karori Club VP Education

Masterton Club President, VP Education

Mid City Toastmasters President

Mount Victoria Toastmasters Club VP Education

Nelson Madhatters Club President

Newlands Toastmasters VP Education

Northside Toastmasters Club VP Education

NZ Transport Agency Toastmasters President, VP Education

Oaklands Toastmasters VP Education

Oamaru Toastmasters VP Education

Ohariu Toastmasters Club VP Education

OUTSpoken Toastmasters President, VP Education

Paekakariki Early Birds VP Education

Pegasus Toastmasters President

Peninsula Presenters VP Education

Phoenix President, VP Education

Police Toastmasters Club President

Public Service Toastmasters Club VP Education

Queenstown Club VP Education

Rangiora Club President

Riccarton Toastmasters Club President, VP Education

Scarfies Speechcraft Club President

Silverstream Toastmasters President, VP Education

Speak-Easy Club President, VP Education

Spinnaker Toastmasters Club President

Sunbelt Speaker Club President

Sunday Afternoon President, VP Education

Tabletalk Toastmasters President, VP Education

Taieri Club President

Te Aro Toastmasters Club President

Te Puni Kōrero Toastmasters President

Toast Health President, VP Education

ToastNOW VP Education

Toastmasters of Waikanae President, VP Education

Turbine Talkers Club President, VP Education

U-CAN-SPEAK Club President

Up Top Club VP Education

Victoria Toastmasters Club (Christchurch) President

Wadestown VP Education

Wanaka Toastmasters President

Wavecrest Club VP Education

Wellington Club President, VP Education

Westport President

WOW Club President

**Appendix 2:**

**Report on behalf of the District 72 Conference Committee**

24/09/2020

Karen Lynley

August 30th I was asked to attend a zoom meeting to discuss TI email regarding the change of rules around contests. From there I was asked to canvas the committee for feedback on the running of the conference. It echoed much of the feedback gathered in the zoom meeting. The synopsis of the email sent on the 2nd September was:

* Reservations regarding working toward something that could be cancelled
* International climate around COVID 19
* Less attendance without contests
* Social, educational needs etc. could be met at division level
* That cancelling now meant no further funds spent, and time to plan successful online conference

When asked to follow up if any committee members were interested in being involved in an online event, two indicated interest and this information was passed on,

On September 6th I was contacted to say that the Top Table meeting had decided that as far as the committee was concerned, we were no longer required to organise the May conference. The conference was not officially cancelled as another type of event may be taking place. We were also requested to contact the venue, seek refunds, etc.

If we are required to formally resign then: On behalf of the Upper Hutt City Pretty Witty Nitty Gritty Toastmasters Conference Committee we (Karen Lynley, John Irving, Glen Pearce, Philip Smith, Kendall Eade, Genevieve McLachlan, Glenys Brown and Steven Brown) resign.

Further updates:

13 September a message was placed on the District website.

18 September the following Facebook message was posted:



Cancellations:

The venue has been contacted and the deposit fully refunded

Keynote speakers have been contacted

Promotional events cancelled

Promotional resources ceased

Workshop development ceased

Pledged donators informed

In process:

Informing and refunding early bird ticket bookings

The Committee would like to thank all those who have given freely of their time and advice and offered support along the way. We would like it noted this would have been the best conference ever and there is no evidence that it wouldn’t have been ☺.

Karen Lynley