

**Toastmasters International
District 72 District Executive Committee Meeting
Sunday, 28 February 2021, 9am**

See Appendix 1 for those present

1 Call meeting to order and welcome

District Director (DD) Rob Woolley called the meeting to order at 9am and welcomed all present.

2 Notice of meeting

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

3 Speaking rights

DD Rob reiterated that only District Officers have voting and speaking rights. District Officers include all Area Directors, all Division Directors, District Administration Manager Erin, District Finance Manager (FM) Philip Smith, Public Relations Manager (PRM) Tianyuan Qu, Club Growth Director (CGD) Kathryn Duncan, Programme Quality Director (PQD) David O'Brien and District Director Rob.

Under Toastmasters International (TI) Policy, DD Rob extended speaking rights to District Parliamentarian (DP) Past District Director Carol Mitchell.

4 Confirmation of quorum

DP Carol noted that a quorum for the District Executive Committee is the majority of executive members. At the beginning of this meeting, the Executive had six Senior Officers, six Division Directors and 25 Area Directors, making a total of 37 members. A quorum is, therefore, 19 members. DP Carol advised that 25 members were present and the quorum was confirmed. (Note that PQD David and Division C Director, Simon Greig joined the meeting at 9:10am, after this section.)

5 Apologies

AM Erin reported apologies from the following District Officer:

- Mary Jaksch, Area E1 Director
- Mike McKee, Area H4 Director

**Moved that the District Executive accepts the apologies
Moved: Graeme Hunt, Area C1**

6 District Mission

In PQD David's absence, CGD Kathryn 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 Executive Meeting

The minutes of 19 July 2020 District Executive Committee meeting have been circulated. There were no corrections.

**Moved that the minutes of the 26 September 2021 District Executive Meeting, as circulated,
are a true and correct record
Moved: Richard Taylor, Area D3
Seconded: Judy Love, Division G
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 Executive.

11 Urgent business

11a Confirmation of Officer resignations

The following resignations have been received since the District Executive Meeting held on 26 September 2020:

- Owen Winter, Division H Director
- Peter Stikkelman, Area D1 Director

Moved that the District Executive accepts the resignation of the Officers as listed

Moved: Anthony Fletcher, Area G4

Seconded: Mary Clarke, Division J

CARRIED

11b Confirmation of District Officer and Field Officer appointments

The following appointments have been made since the District Council meeting held on 26 September 2020:

- Glen Pearce, Division H Director

Moved that the District Executive confirms the appointment of the officers as listed

Moved: Mary Clarke, Division J

Seconded: Kayleen Gilder, Area C4

CARRIED

11c Confirmation of new clubs into areas

No new clubs have chartered since the 26 September 2020 Executive Committee meeting.

12 Conference report

Report from Wellington District Conference May 2021

PQD David stated that there is no report because it is still being decided what will happen. DD Rob asked PQD David to elaborate given that they had discussions recently. PQD David stated that the Trio has discussed this. The conference (14-15 May) will be online and they are trying to incorporate an in-person evening event on the Saturday in Wellington, including the pinning ceremony, DTM and 25 year awards. They are hoping to get a guest speaker. This will be live-streamed. Details will be out soon. The other awards will take place at an event in September.

Moved that the Wellington District Conference May 2021 report be received

Moved: David O'Brien, PQD

Seconded: Genevieve McLachlan, J4

Area H2 Director, Kath, expressed concern at planning a face-to-face gathering given the fast-changing COVID situation. PQD David stated that we could pull out of the Saturday night event if required and put it online without affecting the conference.

Division G Director, Judy, asked if there was a venue. PQD David stated that this was still being arranged.

Area D3 Director, Richard Taylor, asked if travel would be funded. DD Rob replied that funding only kicks in if there is a training component. Funding for travel is still being looked into and will hopefully be announced in the next one to two weeks.

Area J4 Director, Genevieve McLachlan, asked if the venue would be wheelchair accessible. DD Rob stated that that would be taken into account. Genevieve offered her help to find a venue.

Division C Director, Simon, asked whether, if they do make their way to Wellington, will there be a room where some people can be together or will they have to appear individually. PQD David stated that that would depend on what venue is available. The Top Table will be together but we haven't planned on having the Area and Division Directors in the room in case we have to cancel at short notice. The Trio will let everyone know as soon as possible.

Division H Director, Glen Pearce, stated that contestants might want to be there. DD Rob replied that there is a gap (probably an hour) between the contests and the evening event to allow people to get to the venue.

DP Carol stated that everyone needs their own device for the District Council meeting.

DD Rob commented that District is trying desperately to get in-person events. There has been no District event so far. Any decisions taken will expose the District to the smallest possible financial risk. CGD Kathryn noted that we can keep attendance to below 100 people.

12.1 Report from Christchurch Conference, May 2022

Division D Director and Conference Chair, Brad Grootelaar, asked us to put 13-15 May 2022 in our calendars for the Christchurch Conference. The venue is Rydges Latimer. This was chosen from 12 venues for three reasons:

- Location – central
- Amenities – parking, conference facilities, restaurant, hotel, excellent food
- High level of organisation and responsiveness

The theme is almost ready to be run by the Trio. Brad hopes to have the programme sorted in the first few months of the new year. Registrations should be opening in the next few months. There is a clause in the contract to get out if Christchurch is in COVID level 2.

There was no discussion on the report.

Brad also presented the draft budget. The rates are likely to be around:

- Early bird \$110
- Standard \$140
- Late \$170

This is more expensive than recent conferences. Brad explained that it's because of the central location and high quality venue.

- Friday dinner \$55
- Saturday lunch \$32
- Dine and dance \$80

Overall revenue \$29,290, almost all of which is taken up in expenses.

The venue costs \$10,200, which is fairly standard for the venues the committee looked at.

Catering is about \$14,000 in total for three days for 160 people. Again, this was fairly standard.

Other costs are dine and dance costs, including hiring a musician/DJ, registration paraphernalia, presenter gifts, marketing (website), miscellaneous, e.g. printing.

Brad stated that they are still to decide whether to hire microphones (about \$700) or buy them. They could then be used in the future.

Division G Director, Judy, stated that there is a lot more than microphones to the technical equipment that didn't appear to be in the budget. Brad stated that the inbuilt equipment is included in the venue costs. Only the microphones are excluded.

Area H2 Director, Kath Cherrie, asked why we need a separate website – why not be part of the District 72 website. Brad replied that the quick information would be on the D72 website but he believes it's good to have a dedicated website for the experience.

Division C Director, Simon, advised that it was best to hire microphones because technology moves so quickly.

Division E Director, Lisa Wheeler, asked when the conference would start on Friday. Brad stated that this will depend on decisions about contests. If everything goes ahead, it would be 1pm. He reminded us that this is the 50th anniversary so we'd really like to mark that in some way.

DP Carol questioned the 50th anniversary statement stating that this had already happened a number of years ago. Brad clarified that that was the anniversary of the first club, whereas this is the anniversary of the District.

DP Carol suggested that this be called a 'show and tell' budget because there are still changes to be made. The actual budget would be presented in May.

Area G1 Director, Zeena Khan, asked about discounts on accommodation. Brad replied that there'll be something like a 10% discount. Division G Director, Judy, warned to get that guaranteed and explained that in past conferences there have been even cheaper options offered on websites of outside providers. Brad replied that that was difficult to avoid because those discounts were offered by outside parties.

13 Finance Manager's reports

Progress Report for the Wellington Conference May 2021

FM Philip presented the report.

- Registrations have been refunded.
- Venue deposit is refunded.
- We are back to square one.

Moved that the progress report for the Wellington Conference May 2021 be received

Moved: Philip Smith, FM

Seconded: Glen Pearce, Division H

There was no discussion.

13.1 Six-monthly District Financial Statements for period ended 31 December 2020

FM Philip presented the report.

Revenue:

- Exceeds budget because of favourable exchange rate variations.
- Conference revenue is the refund of the venue deposit.
- Other revenue is recovering miscellaneous money where we share costs with District 112.
- Membership is by far the largest component of revenue and, without District Store, that's basically all we get.

Expenditure:

- There are different categories this year, dictated by Toastmasters International (TI).
- Total expenditure is considerably below budget and considerably below the previous year.
- Marketing is now split into Marketing, Club growth, and Recognition.
- Speech contests costs have been a lot lower because of being online.
- Travel is still one of our largest expenses. However, it is still lower than budget and much lower than the previous year.
- Education and Training is considerably below budget and last year, because online is cheaper.
- Speech Contests are negative because the accruals that were made for expenditure expected to still come in from the previous year have not all been fulfilled.
- Administration Costs are tracking to budget.

Overall position:

- We made a surplus of \$8,660 for the six months against a budgeted deficit of \$1,828.
- There is \$88,584 available to the District of which TI requires us to keep \$16,716. Therefore, \$71,868 is actually available.
- Members funds are \$93,337.
- Liabilities associated with invoices received in December that were paid in January and accruals for expenditure items that were relating to December that we didn't receive until January.
- Prepayments relate to the deposit on the 2022 Christchurch conference venue.
- Accounts Receivable relate to miscellaneous recoveries that were yet to be received that have now been received.
- Other Current Assets relates to the GST refund.
- Fixed Assets is a laptop that has been fully depreciated so has no value to the District at the moment.

Moved that the district financial statements for period ended 31 December 2020 be received

Moved: Philip Smith, FM

Seconded: Mary Clarke, Division J

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 with the following verbal update:

The Leadership Weekend held at Lake Rotoiti on 19-21 February, organised by Brad, Lisa Wheeler, Mary Jaksch and Erin Daldry was a success showing that there is a lot of demand out there to meet in person. He was especially pleased to see new members taking on leadership roles.

Moved his report be received

17 Division E Director report

Division E Director Lisa Wheeler presented her report with the following verbal update:
Lisa noted that Brad's verbal update applied to her report too. Forty-eight Toastmasters attended and all said that they would do it again.

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 Glen Pearce presented his report as tabled.

Moved his report be received

20 Division J Director report

Division J Director Mary Clarke presented her report as tabled with the following verbal update:
"The Humorous, Table Topics and Evaluation Contests go no further than the District 72 Contests. I request that, on behalf of all the Toastmasters in District 72, to strongly urge Toastmasters International to allow our three contests that are not part of the International contest to be held in person. We understand that if we were in Level 3 COVID, this would not be possible. With the recent Area Contests held online, it has been extremely difficult and frustrating to get contestants and the team required for the contests."
It was decided that this would be discussed further in General Business.

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 with the following verbal update:
As of yesterday, 389 club officers were trained. This is 69 fewer than in Round 1. No idea why.

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**

There was no discussion.

25 General Business

25.1 Procedures Committee

CGD Kathryn put forward motions from the District Procedures, which have been worked on by the Procedures Committee: David Templeman, Past International Director and Past District Director; Carol Mitchell, Parliamentarian and Past District Director; PQD David and CGD Kathryn. The rationale for these was published in the order papers for this meeting.

Motion 1:

“That the following paragraph be removed from the Brief History and Introduction sections (page 3) of the District 72 procedures:

Brief History

The first Toastmasters Club in New Zealand chartered in June 1962, Dunedin Toastmasters Club 2890, and subsequently other clubs chartered. Initially there was a Territorial District before becoming a District, District 72 in 1972.

Effective 1 July 2018, District 72 - New Zealand was split into two Districts, District 72 for southern, and District 112. The boundary is north of Waikanae and north of Masterton.

There was no discussion.

Moved: Kathryn Duncan, CGD
Seconded: Glen Pearce, Division H

Motion 2:

“That the District 72 procedures, Part A4: Finance, be amended as follows:

A4.2 By 1 July each year, the District Director shall issue instructions to all District Officers and Field Officers covering:

(a) claimable expenses, with reference to the appropriate TI policy, protocol or District Procedure and any applicable criteria.

(b) the procedure for expense claims.”

There was no discussion.

Moved: Kathryn Duncan, CGD
Seconded: Simon Greig, Division C

Motion 3:

“That reference to District Supplies be removed from the District 72 procedures, thus deleting the following sections:

A4.3b

A4.5

A4.7

A4.8

A5.2

A5.3

A5.5

and amending section A4.3 to:

A4.3 In addition to the travel expenses covered in Toastmasters International Policy and Protocol, the District shall specifically budget for the attendance by the District Parliamentarian at meetings of the District Council and District Executive Committee.”

Moved: Kathryn Duncan, CGD
Seconded: Mary Clarke, Division J

There was no discussion.

DD Rob thanked the Procedures Committee.

25.2 Mary Clarke's report

Mary paraphrased her request that District 72 ask TI to allow the Table Topics, Humorous and Evaluation contests to be under our control under our own COVID levels. DD Rob stated that he had already made a similar request to the Board and their answer for this year was no, without explanation. Rob said that this would be asked again for next year. He also noted that simple mandates handed down from TI often come with unexpected consequences, e.g. having contests online affects the number of people who might want to enter, some members' goodwill, and Division and District conferences. District 72 will be putting forward its views to the Board before they make decisions about next year. There's nothing we can do about this year. The only thing we could have done is not run all four contests right to District level. That might be a consideration for the incoming Trio.

Division G Director, Judy Love, encouraged us to look at the opportunities Zoom has presented and promote the positives. Some members have learned new skills and it has enabled our District to interact more with each other at contests.

Area Director E5, Nic van Irsel asked whether, if TI mandates that contests be online, the Top Table has the ability to ignore the mandate for Humorous, Table Topics and Evaluation contests. Rob answered that we don't and asked DP Carol for comment on the consequences.

DP Carol stated that she didn't know the consequence but that TI wouldn't excommunicate us. She went on to ask why District 72 thought it was so special that we couldn't be in line with the rest of the world and show any empathy towards the rest of the world who are going through really hard times and don't have the luxury of meeting in person in any way, shape or form such as we do. She asked when COVID hits here – "and it will" – are we going to then wake up and show a little empathy to the rest of our Districts globally or will we be special then and ask for special treatment then. She stated that she did not expect an answer but wanted the District to think about why our members think we're so special.

DD Rob responded that it wasn't a case of being special but that our situation is fundamentally different to the rest of the world. (He recognised the current situation in Auckland.) He explained the issues with a broad mandate being brought down:

- There was no prior discussion on this decision and he'd like more consultation on such a decision.
- Some unhappy members realise that we do have a choice.
- He's not sure that other Districts would want us to go online as a show of solidarity, rather that everyone determines their own fate – something we haven't had a chance to do.

Area Director J3, Carol Wald, stated that it's not that much more effort to organise the other three contests if you're having to have the International contest.

PQD David opined that this was just a general discussion rather than general business and should be discussed after the meeting closed.

DD Rob took a comment from PRM Tian because his hand was already up. Tian stated that, when we are Toastmasters, we all agree to be an ambassador for the brand, and consistency is important for a brand. He asked whether we were actually Toastmasters if we were going to ignore TI. He stated that it was our duty to protect the brand in any way we can. He reiterated that having contests online enabled Toastmasters internationally to become a whole group rather than just individualised local branches.

DD Rob ended the discussion there and invited people to discuss this further after the meeting finished.

26 Announcement

The next meeting will be the District Executive meeting to be held on 14 May 2021, online.

27 Close

DD Rob thanked everyone who participated and assisted in the meeting. He specifically thanked DP Carol for creating the meeting scripts that keep us on track.

Moved that the meeting be closed

Moved: Mary Clarke, Division J

Seconded: Graeme Hunt, Area C1

CARRIED

The meeting closed at 10:19am.

Appendix 1: Those present at the District Executive Committee meeting – 28 February 2021

District Director	Rob Woolley
Programme Quality Director	David O'Brien (from 9:10am)
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 (from 9:10am)
Division D Director	Brad Grootelaar
Division E Director	Lisa Wheeler
Division G Director	Judy Love
Division H Director/Area H3 Director	Glen Pearce
Division J Director	Mary Clarke
Area C1 Director	Graeme Hunt
Area C4 Director	Kayleen Gilder
Area D3 Director	Richard Taylor
Area D4 Director	Clare Law
Area D5 Director	Judith Snelling
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 J1 Director	Pauline Cook
Area J3 Director	Carol Wald
Area J4 Director	Genevieve McLachlan
Area J5 Director	Rose Wyse