

**Toastmasters International
District 72 District Executive Committee Meeting
Friday, 14 May 2021, 5pm**

See Appendix 1 for those present

1 Call Meeting to Order and Welcome

District Director (DD) Rob Woolley called the meeting to order at 5:10pm and welcomed all present. He explained the speaking and voting process (by poll).

2.1 Mission Statement

Program Quality Director (PQD) David O'Brien read the mission statement. This item was completed out of order following item 7.

2.2 Toastmasters International Values

PQD David read the Toastmasters International values. This item was completed out of order following item 7.

3 Notice of Meeting

Administration Manager (AM) Erin Daldry read the notice of meeting. This item was completed out of order following item 7.

4 Speaking Rights

4.1 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 (apology), Club Growth Director (CGD) Kathryn Duncan, PQD David and District Director Rob.

4.2 Under Toastmasters International (TI) Policy, DD Rob extended speaking rights to District Parliamentarian (DP) Past District Director Denis McCord, District Technical Officers Tim Law and Bailey Wood.

5 Confirmation of Quorum

DP Denis noted that a quorum for the District Executive Committee is the majority of executive members. The Executive currently has six Senior Officers, six Division Directors and 23 Area Directors, making a total of 35 members. A quorum is, therefore, 18 members. DP Denis advised that 25 members were present and the quorum was confirmed. The majority vote is 13. [On subsequently checking these numbers, 24 officers were present. Two came later – Division C Director, Simon Greig and Area C4 Director, Kayleen Gilder, making a total of 26.]

6 Apologies

AM Erin reported apologies from the following District Officers:

- Tianyuan Qu, Public Relations Manager
- Pauline Payne, Area C3 Director
- Brian Harrison, Area E3 Director
- Melissa Wong, Area E6 Director
- Zeena Khan, Area G1 Director
- Kath Cherrie, Area H2 Director
- Genevieve McLachlan, Area J4 Director

Moved that the District Executive accepts the apologies

Moved: Richard Taylor, Area D3

CARRIED

7 Changes to and Confirmation of Agenda and Additional Items

Division G Director, Judy Love, requested that an item 'Website' be added to the agenda.

8 Minutes of District 72 Executive Meeting

The minutes of 28 February 2021 District Executive Committee meeting have been circulated. There were no corrections.

Moved that the minutes of the 28 February 2021 District Executive Meeting, as circulated, are a true and correct record

Moved: Richard Taylor, Area D3

Seconded: Graeme Hunt, Area C1

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

11.1 Confirmation of Officer Resignations

The following resignations have been received since the District Executive Meeting held on 28 February 2021:

- Carol Mitchell, District Parliamentarian
- Peter Stikkelman, Area D1 Director
- Glen Pearce, Area H3 Director

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

Moved: Clare Law, Area D4

Seconded: Nic van Irsel, Area E5

CARRIED

11.2 Confirmation of District Officer and Field Officer Appointments

The following appointments have been made since the District Council meeting held on 28 February 2021:

- Denis McCord, District Parliamentarian
- Credentials Chair, Marina Taylor

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

Moved: Glen Pearce, Division H

Seconded: Nic van Irsel, Area E5

CARRIED

11.3 Confirmation of New Clubs into Areas

No new clubs have chartered since the 28 February 2021 Executive Committee meeting. However, one is in the pipeline.

12 Conference report

12.1 Report from Wellington District Conference May 2021

PQD David stated that the cancellation of the Silverstream event in September 2020 left District 72 without an in-person event. However, a Toastmasters International (TI) rule change allowed some possibility. The Trio discussed this in January 2021 and, allowing for the fact that all contests had to be online and all Council meetings had to have an online option, the May 2021 event was put together, including a fully online conference with a watch party and a hybrid evening award event. This event has been organised fully by the District Leadership Team rather than a committee, in a little over a month. PQD David thanked the Top Table, the Technical Officers, Bailey Wood and Tim Law, Division G Director, Judy Love (for finding the venue), Area H4 Director, Mike McKee, for agreeing to be the MC, contestants, contest officials and the Rydges events team for putting it all together. The fact that over 50 people are registered per session to attend the watch party and about 60 people to attend the awards dinner proves that the Trio made the right decision to hold this event. He also thanked the membership for supporting this event.

Moved that the Wellington District Conference May 2021 report be received

Moved: Brad Grootelaar, Division D

Seconded: Nic van Irsel, Area E5

There was no discussion.

CARRIED

12.2 Report from Christchurch Conference, May 2022

Conference Chair, Brad Grootelaar, introduced the 13-15 May 2022 Christchurch Conference. The theme is Celebrating Together. We will be celebrating:

- 60 years since the first club was chartered in New Zealand
- 50 years since the formation of District 72
- Our first, full in-person conference since 2019.

The venue is Rydges Latimer. This was chosen for three reasons:

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

The prices for admission are:

- Early Bird: until 30 November 2021 - \$115
- Standard: 1 December to 31 March 2022 - \$145
- Late: 1 April to 6 May 2022 - \$175

The prices for meals are:

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

Registrations will open on 15 May 2021. The registration information will be posted then.

Moved that the Wellington District Conference May 2021 report be received

Moved: David O'Brien, PQD

Seconded: Richard Taylor, Area D3

Brad thanked Area E5 Director, Nic van Irsel, for his help with organising the conference.

Division G Director Judy asked what the Saturday night entertainment was. Brad explained that, at this stage, a DJ is most practical but recommendations are welcome.

Area H4 Director Mike asked whether there would be some way we could ask for specific songs.

Brad stated that the prospective DJ has a good reputation for reading an audience.

CARRIED

13 Finance Manager's Reports

13.1 Finance Report for Wellington Conference May 2021

FM Philip presented the report. The Silverstream conference was cancelled.

- Registrations have been refunded.
- Venue deposit is refunded.
- We are back to nett zero.

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

Moved: Philip Smith, FM

Seconded: Judy Love, Division G

There was no discussion.

CARRIED

13.2 Financial Report for Nine Months ended 31 March 2021

FM Philip presented the report.

Revenue:

- Membership is the major factor. This year, it is below budget but slightly above last year.
- Fundraising was budgeted for three events. No revenue has been raised so far.
- District Store revenue relates to carry over orders. Otherwise, District Store is closed.
- Other revenue is mainly recovery of costs and interest income. There was a windfall with the bank refunding overcharged fees and interest of several hundred dollars.
- There was no District Service Charge this year.
- \$883 was the venue cost being refunded.
- \$156 came from District Store, mainly badges ordered from Australia.
- \$1013 of other includes cost recovery of the 0800 number taken over by District 112. Spark keeps charging us so we have to recover that cost until they get it right.

Expenditure:

- Marketing is still dominant but Travel has returned to its place of being the most expensive category.
- Speech contests costs have been a lot lower. They are negative at the moment because we haven't spent everything we accrued for trophy engraving and awards. FM Philip asked for engraving claims to be sent to him as soon as possible.
- Lodging and Food and Meals were new categories. We haven't used the Lodging category.
- \$870 is the refunded registration fees.
- We've had two of the fundraising events but the expenses haven't come through because they were in April.
- Marketing is slightly below budget. There have been fewer new clubs so less money on new banners. The open meeting promotion fund claims have been slower than anticipated.
- Public Relations relates to the website. We have a new, cheaper website but this incurred costs to get.
- Education and Training has been less than expected. We budgeted for one in-person Club Officer Training event per Division but all were held online. Not all Divisions held the in-person workshops that were budgeted.
- Administration is less than budgeted despite including the 0800 number. The Zoom accounts have been managed well, minimising costs by appropriately sizing the number of accounts we have at any time.
- Food and Meals, and Travel are below budget because we haven't met often. We've spent nothing on Lodging.
- The negative 'Other' category relates to District Service Charge refunds from last year where no bank account has been provided by clubs. FM Philip will follow that up.

Summary:

- We budgeted for a surplus of \$6,173 compared with a \$21,302 loss made last year. We currently have a \$27,965 surplus.
- There is \$101,541 available to the District of which TI requires us to keep \$16,716. Therefore, \$84,825 is actually available. TI was originally going to take a portion of the surplus back but COVID-19 has delayed the implementation of that decision. If they enacted that policy at the moment, they would take about \$30,000.

Balance sheet:

- Dominated by cash.
- \$3,636 of prepayments for the 2022 conference.
- Other Assets of \$936 is accumulated GST.
- Fixed Assets are now zero. The laptop we had has been written off and sold.
- Liabilities are invoices not paid by 31 March. They've since been paid.
- Accrued Liabilities are mainly outstanding stale cheques that TI requires us to keep on the books.
- Members' Funds are \$102,498.

Moved that the financial report for nine months ended 31 March 2021 be received

Moved: Philip Smith, FM

Seconded: Carol Wald, Area J3

There was no discussion.

CARRIED

13.3 Budget for Christchurch Conference May 2022

FM Philip presented the report.

- Budgeting for \$130 surplus including GST. Income budgeted is \$30,070.
- Venue is \$10,920.
- Catering is tea, coffee, optional dinners and lunch.
- Expenses are \$29,940 including GST.

Moved that the budget for Christchurch Conference May 2022 be received

Moved: Philip Smith, FM

Seconded: Richard Taylor, Area D3

Division G Director, Judy, congratulated Brad on negotiating a great price for morning and afternoon teas. She asked if the venue costs included all the technical equipment required. Brad stated that they will be hired and that is included in the price.

Division C Director, Simon Greig, asked if we can prepay expenses from our surplus, e.g. for conferences. FM Philip stated that we can pay in advance as a cash transaction. We wouldn't report that against our expenses because they weren't incurred in that period. It would reduce our reserves and shift it to a different place in the balance sheet. The risk is that, if something goes wrong, we might have trouble getting it back.

CARRIED

13.4 Finance Report for Christchurch Conference May 2022

FM Philip presented the report.

- We've paid a deposit for the venue (\$2,133) and for a website (\$317), making a total of \$2,450 expenditure so far.

Moved that the finance report for Christchurch Conference May 2022 be received

Moved: Philip Smith, FM

Seconded: Rose Wyse, Area J5

There was no discussion.

CARRIED

14 Senior District Officer Reports

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

14.1 Division Directors Reports

Division C Director Report

Division C Director Simon Greig presented his report with the following updates:

- On 29 April, Tairei Club held its 25th anniversary dinner, which went very well.
- On 29 April, a Show Don't Tell Evening was conducted by Dunedin clubs. The result of it cannot be measured but it's hoped that Dunedin clubs will see the benefits of people understanding what Toastmasters is.
- Ian Galloway, who was instrumental in starting Toastmasters in New Zealand, died in Dunedin recently. Ian was made a patron of Dunedin Club in 1988 and was awarded the Communication and Leadership Award for his contribution to Toastmasters.
- Kayleen Gilder has been awarded the Division C Area Director of the Year award for her brilliant work organising contests. She has been in Toastmasters only two years.

Moved his report be received

Division D Director Report

Division D Director Brad Grootelaar presented his report as tabled.

Moved his report be received

Division E Director Report

Division E Director Lisa Wheeler presented her report as tabled.

Moved her report be received

Division G Director Report

Division G Director Judy Love presented her report as tabled.

Moved her report be received

Division H Director Report

Division H Director Glen Pearce presented his report with the following verbal updates:

- TradeMe Club has closed.
- We have a new club: ToastIT! about to charter. It will be put into Area H2.

Moved his report be received

Division J Director Report

Division J Director Mary Clarke presented her report as tabled.

Moved her report be received

Seconded: Clare Law, Area D4

14.2 Public Relations Manager Report

In his absence, AM Erin presented PRM Tianyuan Qu's report as tabled.

Moved his report be received
Seconded: Richard Taylor, Area D3

14.3 Club Growth Director Report

GCD Kathryn presented her report with the following update:

- Toast IT! By Servian New Zealand should be in H2 by tomorrow.

Moved her report be received
Seconded: Clare Law, Area D4

14.4 Programme Quality Director Report

PQD David presented his report as tabled.

Moved his report be received
Seconded: Mary Clarke, Division J

14.5 District Director Report

DD Rob presented his report as tabled.

Moved his report be received
Seconded: Nic van Irsel, Area E5

There was no discussion on these reports.

CARRIED

15 District 72 Procedures

15.1 Motions for District 72 Operating Procedures

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.

Moved that Motions 1-4 to amend District Procedures be received

Moved: Kathryn Duncan, CGD
Seconded: Graeme Hunt, Area C1
CARRIED

Motion 1:

"That section B2.3 be amended to:

- B2.3** *Each Division is permitted to hold either one or two Division Conferences each year. All Division Conferences must be completed at least four weeks prior to the District Conference. The dates of the intended Division Conferences are to be advised to the District Director-elect by 20 June each year prior to the commencement of their term."*

There was no discussion.

Moved: Rob Woolley, DD
Seconded: Rose Wyse, Area J5
CARRIED

Motion 2:

"That section B3.1b be amended to:

B3.1 *The role of Public Relations Manager is to be an elected role."*

There was no discussion.

Moved: Rob Woolley, DD
Seconded: Richard Taylor, Area D3

Motion 3:

"That section B4.1 be amended to:

B4.1 *The District 72 Conference shall be held on a weekend occurring in April or May."*

There was no discussion.

Moved: Rob Woolley, DD
Seconded: Nic van Irsel, Area E5

Motion 4:

"That the first paragraph of section B4.7 be amended to:

B4.7 *The District Council, on the recommendation of the District Executive, shall determine the venue and location for the following year's District conference."*

There was no discussion.

Moved: Rob Woolley, DD
Seconded: Richard Taylor, Area D3

DD Rob stated that these motions will be referred to the District Council tomorrow for approval.

16 District 72 Realignment Report Dated 11 April 2021

PQD David presented the Realignment Report

Moved that the District 72 Realignment Report dated 11 April 2021 be received and approved

Moved: David O'Brien, PQD
Seconded: Clare Law, Area D4

FM Philip asked where the new club (ToastIT! By Servian New Zealand) will go. Division G Director, Judy stated that the club would go into Area H2 given that TradeMe was likely to close. DD Rob asked where it would go after realignment. Division G Director Judy explained it would go into Area G3.

CARRIED

17 General Business

17.1 Website

Division G Director Judy brought four issues with the Toastmasters New Zealand website:

- The Club Finder doesn't work properly for Wellington clubs.
- On the Members tab, there is no tab for Training.
- There are a lot of papers downloaded from the TI website. This raises two points:
 - Part of the Area Directors' reporting is to ask clubs how they use the TI website. Going in to get paperwork for contests is a primary use of the TI website. Having those papers on the New Zealand website reduces members' familiarity with the TI site. Will that be an issue.
 - How will we know whether that paperwork is up-to-date?

DD Rob replied:

- Club Finder should be working for Wellington now. If it's not, please let him know exactly what the problem is so he can address it.
- There is no issue with getting a Training tab, depending on what the incoming training team want.
- One of the reasons those resources were lifted from the TI website is that they're not easy to find on the TI site. DD Rob conceded that that might or might not be the right thing to do.
- If the resources are to be left on the District 72 site, the incoming Webmaster will set a schedule to test all links. There will also be a Suggestions/Feedback button on each page of the website so problems can be brought to the Webmaster.

Area J3 Director, Carol Wald noted that the contact details for the Division J Area Directors noted them as Division G Area Directors.

17.2 Report on Bids to Organise the May 2023 Conference

PQD David stated that there have been no bids received for the May 2023 Conference.

There was no discussion.

Moved that the Report on Bids to Organise the May 2022 Conference be received

Moved: David O'Brien, PQD

CARRIED

18 Announcement

The next meeting will be the District Executive meeting to be held as a virtual meeting on Sunday, 4 July 2021.

The next District Council meeting (following the annual meeting tomorrow) will be held as a virtual meeting on Sunday, 12 September 2021.

19 Close

The meeting closed at 6:40pm.

Appendix 1: District Officers present at the District Executive Committee meeting – 14 May 2021

District Director	Rob Woolley
Programme Quality Director	David O'Brien
Club Growth Director	Kathryn Duncan
Finance Manager	Philip Smith
Administration Manager	Erin Daldry
District Parliamentarian	Denis McCord
Division C Director	Simon Greig (from 5:31pm)
Division D Director	Brad Grootelaar
Division E Director	Lisa Wheeler
Division G Director	Judy Love
Division H Director	Glen Pearce
Division J Director	Mary Clarke
Area C1 Director	Graeme Hunt
Area C4 Director	Kayleen Gilder (online from 6:15pm)
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 G2 Director	Erin Rose
Area G3 Director	Susanne Krejcek
Area G4 Director	Anthony Fletcher
Area G5 Director	Lydia Johnston
Area H4 Director	Mike McKee
Area J1 Director	Pauline Cook
Area J3 Director	Carol Wald
Area J5 Director	Rose Wyse

Other attendees – non-executive members attending in anticipation of the following Table Topics contest

Terry Cave	Mid City Toastmasters and Newtown Toastmasters
Puru Timsina	VPM, Hutt Valley Toastmasters