

**Toastmasters International
District 72 Executive Committee Meeting
Hybrid Angus Inn Hotel / Virtual
Sunday 07 November 2021, 9 am**

See Appendix 1 for members present

1 Call to order and welcome

District Director (DD) David O'Brien called the hybrid in person/virtual meeting to order at 9 am and welcomed all present. He explained the speaking and voting processes.

2 District Mission Statement and Toastmasters International (TI) Values

Program Quality Director, Distinguished Toastmaster (PQD) Kathryn Duncan read the mission statement and TI values.

3 Notice of Virtual Meeting

Administration Manager (AM) Kayleen Gilder read the notice of hybrid in person/virtual meeting.

4 Speaking Rights

DD David O'Brien stated that only District Officers have speaking and voting rights. District Officers include:

all Area Directors (AD)

all Division Directors (Div. Dir.)

Immediate Past District Director (IPDD) Rob Woolley

District Administration Manager (AM) Kayleen Gilder

District Finance Manager (FM) Tony Cross

Public Relations Manager (PRM) Brad Grootelaar

Club Growth Director (CGD) Glen Pearce

Programme Quality Director (PQD) Kathryn Duncan

District Director (DD) David O'Brien

Under Toastmasters International (TI) Policy DD David O'Brien extended speaking rights to:

District Parliamentarian (DP) Denis McCord

District Trainer Helen Cartmell

District Trainer Kath Cherrie

Christchurch Conference May 2022 Chair, Brad Grootelaar

5 Confirmation of Quorum

DP Denis McCord noted this is a District Executive Committee (DEC) meeting. A quorum for a DEC meeting is the majority of executive members. The executive currently has 7 Senior Officers, 5 Division Directors and 22 Area Directors (A/D G1 is vacant and not included) making a total of 34 members. The quorum is 18. DP Denis advised 30 members were present and the quorum is confirmed.

6 Apologies

AM Kayleen Gilder reported apologies from the following district officers:

- Erik Roeper, Area Director E1
- Andrew Freeth, Area Director G2
- Karen Hoyland, Area Director J3

Moved that the District Executive accepts the apologies: Pauline Cook, Div. J Dir.

No seconder required

7 Changes to and confirmation of agenda and additional items

The following items were added to item 15 General Business:

15.1 2022 Annual District Council Meeting & prior District Executive Committee meeting

15.2 District Success Plan

8 Minutes of the District 72 District Executive Committee Meeting held on 11 September 2021

The minutes of the 11 September 2021 District Executive Committee virtual meeting have been circulated.

Moved that the minutes of the 11 September 2021 District Executive Committee meeting be accepted as a true and correct record

Moved: Jacqui Blackwell, AD J1

Seconded: Mata Samatua, AD D3

CARRIED

9 Matters arising from the minutes 11 September 2021

There were no matters arising from the minutes.

10 Correspondence

AM Kayleen Gilder confirmed there were no items of correspondence that needed to be addressed by the executive except for noting COVID-19 related correspondence continues.

DD David O'Brien confirmed he had received a memo from Toastmasters International (TI) stating that we cannot have voting delegates in the same room for the Annual Business Meeting in May 2022.

Moved that the inwards correspondence be received: David O'Brien, DD

Seconded: Marie Muhl, AD D5

11 Urgent Business

11.1 Confirmation of District Officer Resignations:

DD David O'Brien reported the following resignations have been received since the District Executive meeting held on 11 September 2021.

- Area Director G3, Vinh Nguyen
- Area Director G1, Charlotte Perry

Moved that the District Executive accepts the resignation of the officers as listed:

Moved: Anthony Fletcher, Div. G Dir.

Seconded: Russell Hazelwood, AD D4

CARRIED

11.2 Confirmation of District Officer Appointments:

DD David O'Brien reported the following appointments since the District Executive meeting held on 11 September 2021:

- Moumita Jamindar, Area Director G3

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

Moved: Mata Samatua, AD D3

Seconded: Ron Blackwell, AD J2

CARRIED

11.3 Confirmation of New Clubs into Areas

DD David O'Brien reported there were no new clubs.

12 Conference Reports

12.1 Report from Christchurch Conference May 2022

PR Brad Grootelaar updated:

Registrations: there are now 65 registrations. Target remains at 100 registrations by the end of the month. Brad thought this was achievable as we only have 35 to go and noted an overall target of 150 to break even.

The current focus is on getting the registrations and keynote/educational speakers which Brad hoped to have confirmed by the end of the year. Following that is to focus on the logistics of what we will be doing on the day.

Moved that the Christchurch Conference May 2022 report be received: Brad Grootelaar, PRM

Seconded: Dani Rius, Div. D Dir.

CARRIED

Discussion:

Jacqui Blackwell, AD J1 referred to the discussion at DOT the previous day about moving the Annual Business meeting on-line prior to the conference. Was that decided then or is there further discussion? DD David O'Brien confirmed it was under general business and would be discussed and put to a vote.

13 Finance Managers Report

13.1a District Financial Statements

FM Tony Cross presented a verbal report on the District 72 financial report as at 30 September 2021: He did not do a report as he got lost and some of the figures looked "quite strange". He highlighted the following issues created from the previous year:

- Credit balances for expenses which seemed to relate to the reversal of creditors.
- Internet banking which went down at the end of the TM year and a lot of expenses went through in July instead of June.

Tony noted this has not been helped by the fact that TI have an archaic accounting system which makes it very slow and labour intensive and a lot of his time has been spent just managing the accounting system. He noted it will take some time to go back and delve in the previous year.

Tony further commented finances will be tight this year. If people are going to conference next May please book flights early and get cheap fares. This will save the District a lot of money. He suggested the airline has specials on a Friday.

Tony reminded any expenses occurred over \$500 get DD David O'Brien's permission in advance of making that payment. Get your expense forms in to him as soon as possible, that will get them into the accounts and will give us a clearer picture of where we are going as a progression.

Moved that the FM Tony Cross's verbal report for the District Financial Report as at 30 September 2021 be received: David O'Brien, DD

Second: Sun Kim, AD E5

CARRIED

Discussion:

DD David O'Brien reiterated we have found ourselves in this awkward situation where it has become messy for several reasons, and it will take Tony a while to get it sorted out. He appreciated the time and effort Tony has taken to date and confirmed once sorted we will endeavour to get a report out via email to the executive members before the next executive meeting in February 2022.

Peter Van Lokven, AD C3 commented this has been an ongoing issue, he understands we have to follow TI however would it be worthwhile investigating our own accounting system. He suggested a solution would be use a NZ system and input to TI.

DD David O'Brien responded we are governed by TI and their systems, so we have to work our way through that. It is a decision that would have to be made above a District level.

FM Tony commented also it is staggering as we have some leading software packages like Zero and MYOB. Zero tried to break into the US market unsuccessfully.

DP Denis McCord reiterated the data goes into the TI accounting system and we are governed by that, he had trouble with that 10 years ago.

DD David O'Brien confirmed as a District we will put in another complaint to TI however we are governed by TI's use of the system, and we just have to manage it the best we can. It is an issue that needs a lot more investigation in how it can be handled for the future.

14 Senior District Officer Reports

DD David O'Brien asked the senior officers to present their reports with any verbal updates:

14.1 Division C Director report

Division C Director Leanne Fox presented her report with the following verbal updates:

1. Late sub payments have resulted in many clubs increasing their membership numbers. There is a total of 29 more members for the whole division in the month of October.
2. Venues for Area contests: C1 & C4 are still finalising a venue, they are down to two choices. Areas C2 & C3 have booked the Age Concern rooms in Invercargill.

Moved her report be received with updates

Division D Director report

Division D Director Dani Rius presented her report as tabled.

Moved her report be received

Division E Director report

Division E Director Mary Jaksch presented her report as tabled.

Moved her report be received

Division G Director report

Division G Director Anthony Fletcher presented his report with the following updates:

1. Noted his report said there were 7 Area Directors, there are now 6.

Moved his report be received with updates

Division J Director report

Division J Director Pauline Cook presented her report with the following updates:

1. Area Director Reports – 95% of the Area Director reports have now been received.

Moved her report be received

Moved the Division Directors reports are received:

Seconded: Sheryl Ryan, AD J4

CARRIED

14.2 Public Relations Manager report

PRM Brad Grootelaar presented his report as tabled.

Moved his report be received

Seconded: Mata Samatua, AD D3

14.3 Club Growth Director report

CGD Glen Pearce presented his report as tabled.

Moved his report be received
Seconded: Mary Jaksch, Div. E Dir.

14.4 Programme Quality Director report

PQD Kathryn Duncan presented her report as tabled.

Moved her report be received
Seconded: Pauline Cook, Div. J Dir.

14.5 District Director report

DD David O'Brien presented his report as tabled.

Moved his report be received
Seconded: Jacqui Blackwell, AD J1

There was no discussion.

Moved all district reports other than the finance report be received: DD David O'Brien
CARRIED

15 General Business

15.1 2022 Annual District Council meeting & prior District Executive meeting

DD David O'Brien reiterated that TI has made the ruling that voting in the on-line forum the voting delegates cannot be in the same room. This also affects the candidate showcase, election of District Officers which goes with the District Annual Business Meeting. On investigation there is no way the venue can we separate people out to make it work.

Proposed to the Executive that the on-line District Executive Meeting, the District Council Meeting & Showcase in May be moved a week forward to 7 & 8 May 2021 to comply with TI rules:

David O'Brien, DD
Seconded: Pauline Cook, Div. J Dir.
CARRIED

Discussion:

Confirmation was sought on when the conference was and when the District Officer training would be held. DD David O'Brien confirmed the District Conference was scheduled for 13 and 14 May 2021. District Officer Training will be held at the District Conference. All that is being proposed is taking the meetings and candidate showcase out of the conference and moving them on-line the week before the conference.

15.2 District Success Plan

DD David O'Brien reported DP Denis McCord has brought to our attention that the District Success Plan for 2021-2022 should have been presented to the District Executive meeting in September. David explained what the District Success Plan was, noting it is a living document and subject to change. The executive needed to vote to accept the Success Plan. It is on the TI website but not on the NZ Toastmasters website. This oversight will be corrected in due course. Because it hasn't been published on the NZ website and to allow for the executive to review the document the District Success Plan vote would be deferred to the next DEC meeting in February 2022.

16 Announcements

The next meeting of the D72 Executive Committee will be held in February 2022, further details pending.

The next meeting of the D72 Council Meeting will be a virtual meeting held Saturday 7 May 2022 at 1 pm.

17 Meeting Close: 9.51 am.

Appendix 1: those present at the District Executive Committee meeting 07 November 2021

Immediate Past District Director – Rob Woolley – on-line

District Director - David O'Brien

Program Quality Director - Kathryn Duncan

Club Growth Director - Glen Pearce

Administration Manager - Kayleen Gilder – on-line

Finance Manager – Tony Cross

Public relations Manager - Brad Grootelaar

Division C Director - Leanne Fox

Division D Director – Dani Rius (from approx. 9.08 am)

Division E Director- Mary Jaksch

Division G Director - Anthony Fletcher

Division J Director - Pauline Cook

Area Directors:

C1 - Doug Fraser

C2 - Karen Squires

C3 - Peter van Lokven

C4 - Craig McGregor

D3 - Mata Samatua

D4 - Russell Hazelwood

D5 - Marie Muhi

E5 - Sun Kim

G3 - Moumita Jaminder

G5 - Anna Spencer – on-line

G6 - Rachele Winfield

G7 - Lisa Doyle

J1 - Jackie Blackwell

J2 - Ron Blackwell

J4 - Sheryl Ryan

J5 - Murray Ingram

Also present:

District Parliamentarian - Denis McCord

District Trainer Kath Cherrie, Zoom Technical Support