

**Toastmasters International
District 72 Council Virtual Meeting
Sunday 12 September 2021, 9 am**

1 Call to order and welcome

District Director (DD) David O'Brien called the meeting to order at 9 am and welcomed all present. He explained the speaking and voting process via a virtual meeting.

2 2.1 District Mission

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

2.2 Toastmasters International Values

Program Quality Director, Distinguished Toastmaster (PQD) Kathryn Duncan read the Toastmasters Internationals Values

3 Notice of Meeting

Administration Manager (AM) Kayleen Gilder read the notice of meeting.

4 Speaking Rights

DD David O'Brien stated that only members of the District Council have speaking and voting rights. District Council include:

Club Officers:

all Club Presidents

all Club Vice President Education

District Officers:

all Area Directors

all Division Directors

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:

Denis McCord, District Parliamentarian

Philip Smith, Finance Manager 2020/2021

Helen Cartmell, District Trainer

Kath Cherrie, District Trainer

Tim Law, District Technical Officer

Bailey Wood, District Technical Officer

Christchurch Conference May 2022 Chair, Brad Grootelaar

Carol Mitchell, Credentials Chair

Region 12 Advisor, Kaylene Ledger

5 Confirmation of Quorum

DP Denis McCord advised this is a District Council Meeting (DCM). The quorum for a District Council Meeting is one third of the Club Presidents and Club Vice President Education. This District Council is a virtual meeting. When voting is conducted virtually no proxies will be permitted.

The District has 109 clubs in good standing which gives a total of 218 votes. One third is 72.66. A quorum is therefore 73 votes.

The total number of Club Presidents and Club Vice Presidents Education registered is 99.

DP Denis McCord confirmed there is a quorum.

Majority Vote:

The Executive currently has 7 Senior Officers, 5 Division Directors and 23 Area Directors (one vacant AD position not included), making a total of 35 Executive members.

The total number present from the Executive is 27. For voting the total votes is the sum of Club Presidents/Club Vice Presidents Education (99), and Executive members of 27 registered. Total votes are 126. A majority vote is 64.

6 Apologies

AM Kayleen Gilder reported apologies from the following district officers:

Mary Jaksch, Division E Director

**Moved that the District Council accepts the apologies: Rose Wyse, VP Ed,
Wainuiomata Toastmasters
No seconder required
CARRIED**

7 Changes to and confirmation of agenda and additional items

Item 13 revised to:

Item 13: Finance Managers Reports & District Audit Committee Report

13.1a Financial Report as at 30 June 2021

13.1b District Audit Committee Report for 30 June 2021

13.2 District 72 Budget for year ending 30 June 2022

13.3 Budget Update / Financial Report for Christchurch Conference May 2022

Item 15 General Business

DT Helen Cartmell, Silverstream and Hutt Valley, asked that District Training Announcements be added to general business.

8 Minutes of the District 72 Annual Council Meeting held on Saturday 15 May 2021

The minutes of the 15 May 2021 Annual District Council meeting have been circulated. There were no corrections received to the minutes.

Moved that the minutes of the 15 May 2021 Annual District Council meeting, as circulated are a true and correct record

Moved: Richard Taylor, P & VPE, Hornby & Christchurch Speechcraft Club

Seconded: Pauline Cook, P, Waikanae

CARRIED

9 **Matters arising from the minutes 15 May 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 Council except for noting COVID-19 related correspondence continues.

Moved that the inwards correspondence be received, and outward correspondence be approved:

DD David O'Brien

Seconded: Richard Taylor, VPE, Hornby

CARRIED

11 **Urgent Business**

11.1 Confirmation of District Officer Resignations:

DD David O'Brien reported the following resignations have been received since the District Council meeting held on 15 May 2021.

- Carol Mitchell, District Parliamentarian
- Kirsten Vaughan, Area Director E3

Moved that the District Council accepts the resignation of the officers as listed

Moved: Rose Wyse, VPE, Wainuiomata Toastmasters

Seconded: Timm Treskatis, VPE, U-CAN-SPEAK Club

CARRIED

11.2 Confirmation of District Officer Appointments:

DD David O'Brien advised the following appointments were announced at the May 2021 District Council meeting. However, because these names had not spent the required time on the District website they need to be formalised.

District Officer

Area C1 Director, Doug Fraser
Area C4 Director, Craig McGregor
Area D4 Director, Russell Hazelwood
Area D5 Director, Marie Muhl
Area E1 Director, Erik Roeper
Area E5 Director, Sun Kim
Area G4 Director, Daniel Malpass
Area G7 Director, Lisa Doyle
Administration Manager, Kayleen Gilder

District Field Officer

District Parliamentarian, Carol Mitchell
District Historian, Denis McCord
District Trainer, Helen Cartmell
District Trainer, Kath Cherrie
Technical Support Manager, Tim law
Technical Support Manager, Bailey Wood

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

Moved: Mata Samatua, P, Aranui Toastmasters Club

Seconded: Timm Treskatis, VPE, U-CAN-SPEAK Club

CARRIED

DD David O'Brien reported the following appointments since the District Council Meeting held on 15 May 2021.

District Officers

Finance Manager, Tony Cross

Division D Director, Dani Rius

Area Directors:

C2 Karen Squires

C3 Peter van Lokven

D1 Cameron Parsonson

D3 Mata Samatua

E6 Alan Bradley

G2 Andrew Freeth

G3 Vinh Nguyen

G5 Anna Spencer

G6 Rachelle Winefield

J1 Jacqui Blackwell

J2 Ron Blackwell

J3 Karen Hoyland

J4 Sheryl Ryan

J5 Murry Ingram

District Field Officers

Judy Love, Wellington Region Logistics Manager

Celina Templeman, Training Team, and Christchurch Region Logistics Manager

District Parliamentarian, Denis McCord DTM, PDG

David Templeman DTM, PID: Chair, District Leadership Committee (DLC)

Michelle Gerwitz, District Conference Liaison

Moved that the District Council approves the appointment of the officers made since the virtual District Council meeting held on 15 May 2021 as listed

Moved: Rose Wyse, VPE, Wainuiomata Toastmasters

Seconded: Mary Clark, VPE, NZTA

CARRIED

11.3 Confirmation of new clubs into area

DD David O'Brien confirmed the following new club had been charted since the 15 May District Council Meeting (30 June 2021).

- Online Uncensored Comedians and Humorous has been put into Area J4.

12 **Conference Reports**

12.1 **Report from Christchurch Conference May 2022**

PRM Brad Grootelaar reported:

A lot has happened with the District conference since registrations were launched four months ago. He is excited about how it is coming together into what he hoped was going to be an exciting event for everyone.

Theme: Celebrating Together. This was chosen because in 2022 the District will be celebrating a number of milestones:

1. 60th year anniversary since the first club was formed in New Zealand, a significant achievement for us.

2. 50 years since the District formed in 1972.
3. It might also be our first full in person conference since 2019.

Venue: Rydges Latimer in Christchurch

Date: 13-15 May 2022

Brad shared some of the things they have been working on over the past few months to show how the conference is progressing:

Programme: the draft programme is now available. It is only a draft and will remain that way for some time yet, but it will give people an idea of what is happening on each day throughout the event.

Sponsors: we currently have three sponsors. They are all making quite a good contribution which is really appreciated and they are helping us to make the event as good as it can be but we could definitely do with a few more sponsors if anyone knew a business that may be interested.

Dine & Dance: is nearly completely organised. There is a theme and he would share that at a later date. A cake has been ordered which he hopes to be the most impressive cake we have ever seen and is one reason to attend.

Key Note Speakers: feelers have gone out to see who may be available as key note speakers however nothing has been confirmed yet.

Educationals: throughout the last 3-4 months they have been collecting a lot of data on what educational material people may want for this event as well.

Registrations: currently just over 50 people have registered. Target (break-even point) is 160 people and we are well on track to achieve that target. Brad reminded the early bird registration finishes at the end of November therefore if you are thinking about attending it may be worth registering and paying before then to get a cheaper rate. Early bird target is 100 people.

Recognition of History: Brad noted also over the past couple of months he has been doing a lot of work on how we can recognise our history during this conference and he looked forward to sharing that in future updates.

Brad advised the last thing he wanted to address because he knew it would get asked is what will we do if we go into a lockdown again. He has been working on this event for quite a long time and had plenty of time to consider that. Hopefully by the time we get to May that won't be an issue but we also can't be naive as this is a difficult virus and it may continue to haunt us. He could only talk to his part but he is more than willing to pivot the conference if that needs to happen at the last minute to an on-line/hybrid format; we are all hoping that won't happen. Rest assured there is a clause in our contract if we can't go ahead we can get out of that contract.

Overall, he wanted to encourage everyone to register and looked forward to seeing everyone there.

Moved that the Christchurch Conference May 2022 report be received

Moved: Brad Grootelaar, PRM

Seconded: Richard Taylor, VPE, Hornby Speechcraft

CARRIED

There was no discussion.

13 Finance Managers Report

2020-2021 FM Philip Smith presented the financial report for year ending 30 June 2021:

13.1a District Financial Statements to 30 June 2021

Revenue:

- District Revenue for the year was \$64,580 against the budget of \$98,928. A large portion of that was for the conference which had to be cancelled. Adjusting that out of the budget we were only \$8,000 below budget in revenue.
- Conference revenue = refund of deposits for the Silverstream Conference which had to be cancelled.
- District Store = the last orders that were made for badges received and carried on over into the new year in July post the closure of the District store.
- Fundraising = donations received at the two “Show Don’t Tell” sessions originally scheduled to be fund raising events.
- Other = sale of the laptop, interest and other adjustments that have been made in our favour, one dating back several years from the bank.

Membership significantly dominates the revenue for the District. It is lower than budgeted and significantly lower than the past year which is linked to COVID and the implications of that.

Conference is the other dominating amount which hopefully this financial year we will have a conference. Conferences are budgeted to break-even so they don’t have an impact on the overall result.

Expenditure:

- \$79,465 was spent against the budget of \$109,377. Again, conference expenditure amount inflates the budget against the actuals. Adjusting for that we are only \$11,000 below budget.
- Conference expenditure related to refund of the early bird registrations that were made for the Silverstream conference.
- District Store = postage relating to the late badge orders placed after the close of the District Store.
- Marketing is a significant budget item again this year although lower than in the June 2020 year.
- Travel also still a significant budget item despite the fact COVID makes travelling more difficult.
- Other relates to the foreign exchange translation adjustments required by NZ accounting rules. This is because TI receive the club subscriptions in US dollars and they return a portion of that to the District to use in US dollars. When the funds have been drawn down and converted to NZ dollars there is an exchange variation. There is also a calculation made at the end of the year for the US dollar balances remaining held by TI. In the last year that went against the District to the amount of \$7,506. In the previous year we had a benefit of \$3,597.

Graphical representation

- Main expenditure items are conference, marketing and travel. Actual expenditure - conference we did not spend much at all.
- Marketing was above budget by \$3,000:
 - Recognition – costs associated with the May 2021 awards event, i.e. venue, morning and afternoon teas associated with that & training for District Officers, approximately \$6,000 plus approximately \$2,000 spent on awards and engraving.
 - Club growth – money is budgeted for promotions for clubs and also providing clubs with money for their own promotions. Approximately \$2,000 was spent on the Open Meeting subsidy and providing money to clubs to purchase things like sandwich boards, flags or things that promoted their club where they didn’t have the resources to do that themselves. The Open Meeting subsidy was taken up by a smaller number of clubs than were anticipated. Reprinting of Club Visitor books amounted to approximately \$2,500 of expenditure.
 - Marketing outside of toastmasters – mainly done through Face Book. \$12,000 was spent on Face Book advertising throughout the year. Another \$2,000 was spent on toastmasters branded pens printed for advertising purposes.

- Fundraising: relates to the costs of running the Show Don't Tell events, originally envisaged as being a fundraising event but became more of a promotional event.
- Public Relations: website, expenditure was over budget slightly as it took longer to transition from the old website to the new website. The new website is significantly cheaper to run. Savings were budgeted but weren't able to be maximised during the year. Hopefully the benefits will be seen in the new financial year.
- Education & Training: well under budget. Budget allowed for:
 - two face to face club officer training events during the year which weren't able to be enacted in the prior year because of mainly COVID.
 - Several workshop were budgeted to be undertaken on a face to face basis, again these tended to be held virtually. Virtual events were a lot cheaper to run as there were no venue costs and catering absorbed by the individual sitting in front of their screens.
- Speech Contest: a lot cheaper to run virtually. Venue costs weren't budgeted much but we did for engraving and awards costs than ended up being the case. Some of that related to the prior years assumptions that costs were still to come in and provision was made for those. Those costs didn't end up being as high as anticipated. During the year people were very frugal in terms of their engraving costs for trophies. Some provision was made for late claims to come in in this part of the year but on the base of it, it looks like engraving was a lot cheaper than we anticipated.
- Administration: cost of running the District. Was \$1,300 below budget in most categories except for bank fees.
 - A lot less was spent on printing. Because of less face-to-face events there wasn't the need for printing document.
 - We do not have the 0800 number costs anymore. District 112 now run that responsibility for the toastmaster 0800 number.
 - Other admin costs such as badges and pins & planning and leadership meetings and administration of Council meetings were lower.
 - Zoom costs were lower than anticipated as the zoom account was right sized for the occasions. A good effort by the administration team in that area.
 - Food: associated with District Officer training – below budget.
- Lodging & Travel: travel was a significant cost and difficult to manage. TI have a cap on what is allowed to be budgeted for certain items. Travel is one where they lowered the cap to 25% (originally 30%). Travel was budgeted for the maximum that could be budgeted for. Even though there were only the two events the District Officers were travelling to costs were not able to be kept the cost below budget. Some of that is due to our geography and some due to post COVID travel costs which were more expensive than anticipated. The District Team tried to mitigate that. The first District Officer training was held in Blenheim to be more cost effective than flying everyone to Christchurch or Wellington (query this was Christchurch). It meant the lodging amount that was budgeted effectively as an offset to travel wasn't utilised to the same extent and that offset the overspend in travel keeping us on budget overall.

Surplus

Overall, we made a deficit of \$14,884 against the budgeted deficit of \$10,449.

Near the end of last year TI wrote to us and offered us the ability to budget a loss as long as we budgeted the extra money into the marketing area for toastmasters and we took the opportunity to do that.

Taking out the adjustment for the foreign currency exchange our deficit would only have been \$7,378 against the budgeted \$10,499, approximately \$3,000 below budgeted deficit.

Overall our revenue was down not excluding the conference because of less members but expenses were also down and managed well in that regard.

Available Funds

- As at 30 June 2021 over \$23,000 in the operating account.
- There is an equivalent of NZ\$24,726 in the US account
- Conference account relates to the May 2022 conference & early bird registrations received.
- District Reserve Account - \$37,165 – the NZ equivalent TI headquarters is holding on our behalf giving total funds of \$89,590

TI require District hold a minimum amount of funds. This has been set at \$16,716. The amount of funds available to spend = \$72,874.

Philip advised it is worth noting TI doesn't like Districts to have too much available at the end of each financial year. They have been talking about introducing a process that says if we have more than 125% of our minimum reserve they would look to take back or repurpose 50% of the overage. Although TI have not implemented that process because of COVID, we could potentially be returning \$25,000 to TI world headquarters because we haven't made good use of it.

Balance Sheet

Overall position of the District as at 30 June 2021

Case = \$89,590

Prepayments = \$2,484 (payments for things we haven't received yet, i.e. conference deposit, and costs associated with the May 2022 conference. These costs will be recognised once the conference takes place).

\$4,271 = the GST refund due at 30 June and that has now been paid by IRD.

Fixed assets – nil. One asset we had was a laptop which was fully depreciated during the year and sold in the early part of this calendar year for \$160.

Current Liabilities

- Accounts Payable \$18,933 (invoices we had received and processed that hadn't been paid, a larger number than anticipated because of an issue with internet banking. The banking system could not hold the number of Payees that continued to be added to the account without removal of any Payees). Most payments were made on 1st or 2nd of July.
- Accrued liabilities - \$7,623 (expenses expected to be received but not yet received at year end, e.g. engraving costs for trophies and any outstanding claims from Area and Division Directors, printing of the guest booklets). Also included \$660 for stale cheques with TI won't allow us to write off because their law says a cheque can't be written off until the money is paid out. It is not anticipated paying out that money & cheques are no longer able to be written.
- Income in advance - \$3,695 – (deposits received in advance for the conference in May 2022 which will be recognised next year when the conference takes place.)

Overall the total members funds is:

Equity - \$64,766. This has reduced because of our deficit

Translation adjustment (all the previous foreign exchange adjustments accumulated during the year).

Total Assets = \$96,345

Moved that the Financial Report for District 72 as at 30 June 2021 be approved:

2020-2021 FM Philip Smith

Seconded: Mary Clark, VPE, NZTA

Discussion:

Jeremy Naylor, President, Tawa Club noted Philip mentioned a change from the old to a new website provider? Who is the new provider? PRM Brad advised he thought it might be hosted by a local Christchurch person but he did not know. It was set up by last years leadership team. DD David advised Jeremy to email him and he would follow up and provide that information to Jeremy.

Peter Scholten, VPE, Capital Chatterers questioned:

1. One of the issues we are going to be talking about when talking about Tony's budget is the importance and significance of the budget as to whether it's just a guideline or whether we actually take the budget to its limit or just as an indication. Looking at last years budget around the marketing where in total we were 15% over but looking at the smaller category of recognition we spent twice as much as that which was in the budget. He questioned Philip when putting the budget together was there any indication or discussion around the May celebration that we don't have any money in the budget should we still go ahead and do it? Philip confirmed there was a lot of discussion about that and it was very seriously considered but overall, because of COVID and different things happening there were unders and overs, and as he mentioned we had too much funds available so it was felt it was such a worthwhile event to go ahead with rather than having unspent money in other categories and potentially losing it back to TI.
2. There was the food budget of \$6,000, was that to feed the District Officers a couple of times at the training in Blenheim and Wellington/Christchurch? Philip advised yes that was what it was budgeted for. It was a new category that TI introduced this past year which the team were a bit unsure of however it was decided to budget what would normally have been budgeted within the training budget.
3. With the travel budget the original budget really was the limit that District could put in the budget wasn't it? Philip, yes.

Laura Bruce, President, On-line Uncensored Comedians and Humorous, Division J area. raised the following queries:

1. \$12,000 was spent on Facebook advertising in the marketing category, is there any idea of the return on investment of this expenditure? Philip commented return on investment for marketing is always a difficult one to gauge because it is hard to tell when people respond to the marketing, whether we get the benefit straight away in the financial year we spend the money or in later years. Different approaches have been tried in the past, e.g. bill boards, bus stops etc. and they tend to be quite expensive. It was felt Facebook was a cost effective way of getting to a lot of people. With regard to results there are reports received on the number of clicks, pass throughs and technical things that happen with the targeted advertising. He did not have that but suggested it could be made available from Rob Woolley or Tian if she wanted to see that information. He thought to some extent there is a leap in faith in the marketing that we are going to get the results from it. They did try to target the marketing and make the best use of the money. TI also effectively gave the go ahead to spend more money on marketing this year and dip into the funds. The opportunity was taken mainly through the Facebook exercise.
2. The marketing seems to deal largely with member recognition. Did Philip feel that was a fair category for it when in fact we are marketing back to our own members by way of plaques, ceremonies and awards and it all comes under marketing. Is that a TI category? Philip responded previously it tended to be one big amount and recognition tended to be spread around, probably more in the administration. TI tweaked their accounting categories for this financial year. They have grouped together the recognition, the club growth and what they call marketing outside toastmasters under marketing. As it was a new category they perhaps struggled a bit as to how they would allocate things out and what exactly goes in there. As previously mention they took the opportunity to spend some of that money by the May 2020 event that wasn't originally envisaged in that regard so may have over budgeted

in that area and then took the opportunity to spend that money. He suspected in the coming budget there will be a lot less.

3. Engraving costs were quite substantial. Does District pay clubs trophy engraving costs? Philip advised we don't pay for club engraving costs but we will reimburse Area Directors and Division Directors for the engraving cost for the area and division trophies and then for the district trophies. There are quite a few area contests held and quite a few area trophies. In the past because of the reorganisations we have had to buy some new trophies which he thought sometimes gets absorbed into the budget. Everything keeps going up in price.

Prawindra Mukhia, President, Oaklands Toastmasters asked is there a minimum amount which the district needs to keep in their account so that the surplus can be used to support other club activities? Philip confirmed yes, that is the \$16,000 shown on the funds sheet. The idea is to support clubs more. However, TI also require us to budget at breakeven level which makes it quite difficult to spend that extra money when we are not allowed to budget at a loss other than with special exemption. If we have too much above that then we can spend that on other things but we do need to get TI approval to do that.

Dani Rius, Division D Director queried what TI means by we are not using the money well? When you talked about potentially having to return 50% of the money back to TI. It would be good to know what that would really look like and if you are talking with TI to maximise that.

Philip explained a lot of the districts around the world were accumulating funds. TI is supposed to be a not for profit organisation. He thought what was happening in the States where TI is domiciled and registered, they have some quite strict laws and TI were getting pressured by their tax authority to say if you are not for profit organisation why are you accumulating all these funds, you seem to be making profits and were possibly threatening to take action in some regard against the organisation. Philip advised TI introduced these rules to encourage Districts to spend the money that they are getting from the members for the benefit of the district and for the benefit of the members. That is the idea behind it rather than to accumulate funds. In D72 it has made us concentrate on the fact that we need to be spending the money wisely for the benefit of the members. He thought the heat has gone out of the issue from an international point of view because they are being seen to be taking the right action. What happens with the additional funds has never been discussed. He was not aware whether TI have a plan to put the money into a certain fund and use it for certain purposes or they could hold it in trust for the district at a later date if we needed it. At the moment they haven't enacted taking the money and we hope they won't because we are showing them the right attitude and right approach. We are looking to spend the money well for the benefit of all our members.

CARRIED

DD David O'Brien thanked Philip for his amazing efforts over the year and his presentation today.

13.1b 2021 D72 Audit Committee Report

District Audit Committee Chair, Nicola Green presented her report as tabled with the following verbal update:

I commend Immediate Past Finance Manager Philip Smith for his hard work during the year and the audit committee would like to thank Philip for his prompt responses to our queries during the audit process.

As for the published report I can confirm Toastmasters World Headquarters audit committee guidelines have been fully complied with for the year ended 30 June 2021.

**Moved the 2021 D72 Audit Committee Report be received: Nicola Green
Seconded: Timm Treskatis, VPE, U-CAN-SPEAK Club**

Discussion:

Peter Scholten, Capital Chatterers, thanked Nicola for the Audit Committee Report and highlighted the second paragraph talks about “The audit for the 6 months ended 30 June 2021 was completed in August”. In the final paragraph there is a reference to “An audit was not completed” so was a little confused. On one hand we are saying an audit for 6 months period was done and then later say an audit was not completed. Nicola responded as far as TI are concerned, they have audit committee guidelines so it is an audit as far as TI are concerned and it is broken into two six months blocks. The 6 months ended 31 December 2021 was completed earlier in the year and we completed the next six months last month in August as per TI Audit Committee guidelines. As far as New Zealand law is concerned it is not an official audit per international accounting standards it is merely a tick box exercise checking all the documentation for TI but not meeting international auditing standards. Peter suggested if in future whether we could insert in that middle paragraph a second sentence saying therefore two audits have been completed which covers that full 12 month period ending 30 June 2021 for example, to ensure it is quite clear we are not talking about six months in one paragraph and 12 months in the later paragraph. Nicola agreed we could look to clarifying that in future reports.

CARRIED

13.2 Budget for year ending 30 June 2022

FM Tony Cross presented the Budget for year ending 30 June 2022

Tony noted some good commentary from Philip regarding the budgeting process and the constraints that we are under from TI as to how much we can put into various categories. The budget is best estimate in many cases. He thought it would be a challenging budget, for instance, with travel Air New Zealand lost \$400 million this last year. He did not think there would be too many cheap offers going forward and will have an impact on travel costs. Also living in a COVID environment the budget will be challenging and will be moving around a little bit.

The revenue for the year is from membership for the TI portion is well fixed.

Conference revenue and conference expenses both balance out. That is a separate budget which will be covered later.

Other items of expenditure budgeted for they are pretty well approximated what was budgeted the prior year and a little bit of difference from the actuals.

Because revenue is down a reasonable amount this year because of reduced membership we have cut some of the expenditure for the year.

The overall result for the year at this stage is budgeting for a deficit of \$3,000.

Tony noted there was not much more he could say about the budget but hopefully we can remain within the budgeted expenditure but one never knows in the current environment.

Moved that the budget for the current year to June 2022 be approved: Tony Cross, FM

Seconded: Mary Clark, VPE, NZTA

Discussion:

Louise Landess, President, Boaters raised the following questions:

1. What is the \$2,000 for marketing in October for? Tony responded it is probably only an estimate of what might be spent. He did not think it is especially earmarked for anything in particular. Glen Pearce, Club Grow Director responded also the money had been budgeted partly for an Open month of meetings in March and also the coming October to promote clubs and the brand within the district. Also some marketing resources were printed off as well.

2. Last year there was a campaign where the clubs could tap into District money to do their own promotion. Have you got that on the radar this time within that budget? Glen advised it has been decided this year the District would not supply the funds directly for clubs to use, we are going to help clubs to grow their own marketing by promoting the brand on our various platforms, promoting on Facebook, on the main page and also on Instagram which clubs can tap into and use that.

Peter Scholten, Capital Chatterers raised the following:

1. Marketing, recognition and club growth was lumped as one large figure for the prior year. Looking at the budgeted figure he thought it would be more useful if the \$28,000 figure was broken down into the 8, 6 and 13 that was reported by Philip to get a fairer comparison between what we are budgeting for in this current year which would mean the \$7,506 under club growth is the exchange loss that probably should be separated at the bottom of the budget.
2. Has there been any discussion or consideration whether the club donation levy was considered another ingredient for the budget? DD David O'Brien responded yes there was quite robust discussion about that and the decision was made to not ask for that this year. The main reason is there are so many clubs that are struggling financially that asking for a donation again we felt wasn't fair to the clubs. Under TI policy we are not allowed to ask for donations.
3. Is there an intention to continue that momentum we had during this last toastmasters year around spending \$12,000 on Facebook, are we going to continue to reinforce our brand potentially with Facebook, to get the benefit of what happened last year so it wasn't just a one off for one year? DD David O'Brien responded yes we are hoping to continue building on that but it may be a bit different on what we did last year. Our focus this year is to promote Toastmasters brand and we are certainly going to use Facebook. CGD Glen Pearce and PR Brad Grootelaar are also focussing on trying to grow the Instagram side as they felt that a lot of the younger people used Instagram rather than Facebook so we are putting quite a push towards that as well to try and grow that side as well.

Daniella, President, Nelson Club raised a question regarding the quality of advertising that is going out on social media and whether it was able to be open for discussion of how we could potentially keep up with the times to understand what is working, what isn't working and what we can do within our clubs to do events to promote toastmasters. DD David O'Brien advised yes, we are open to as much discussion as we can and we do like to get that feedback. He would not open it up for discussion today as it is not really something for this meeting but he encouraged Daniella to contact CGD Glen Pearce or PR Brad Brootelaar to put forward her ideas and comments as they and the leadership team are more than happy to discuss.

Lana Sabitova, VPE, MBIE queried is this the first time we have had a deficit budget, what does this mean for the club? DD David O'Brien responded it is not the first time we have budgeted for a deficit budget. TI made the ruling this year Districts were allowed to have a deficit budget. What it means for us as a District is this is all the money we have got and we have to manage it to the best of our ability to try and mitigate the costs we have. He acknowledged so far the District Officers have done a fantastic job trying to help us out mitigating that.

CARRIED

DD David O'Brien thanked FM Tony Cross for his contribution in putting the budget together and also CGD Glen Pearce and PQD Kathryn Duncan for the huge amount of work and time it took to put the budget together. It is much appreciated. Thank you also to the members of the District for accepting the budget.

13.3 Budget for Christchurch Conference May 2022

FM Tony Cross presented the budget update Financial Report for the Christchurch Conference May 2022

Tony highlighted:

- the key thing for the conference budget is that it is a balanced budget so income is estimated at \$30,000, expenditure at \$30,000.
- It is reliant on 150 people registering.
- One good thing with the expenditure is a lot of it is of a variable nature. The thing with variable expenses is that they are sensitive to changes in numbers.
- Fixed costs are about 40% of total expenditure, the rest is variable expenses.
- It is quite a realistic budget and pleasing to hear that Brad is getting sponsorship which isn't budgeted for which will help in achieving the breakeven numbers.

**Move that the conference budget for May 2022 be received:
Seconded: Kendall Eade, President, Phoenix & Hutt City Toastmasters**

Discussion:

Laura Bruce, Online Uncensored Comedians & Humourists noted the conference budget has no expenditure for key note speakers. Dhe understood key note speakers are being sought. Is the plan then not to compensate them in any way? Tony suggested some of the sponsorship money could go towards key note speakers and asked if Brad could clarify further. Brad advised unfortunately we are not allowed to pay for people to speak which may sound odd when you first hear that but you have to keep in mind we are a public speaking organisation so there is the question of whether we should be doing that or not. The only way we are allowed to pay a key note speaker is if we get a sponsor to cover that cost. Having said that we are still in the very early days of finding key notes and he is confident we will be able to find people like we have done for conferences in the past.

CARRIED

14 Senior District Officer Reports

DD David O'Brien

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 no verbal updates

Moved her report be received

Division D Director report

DD David O'Brien advised as we did not have Division D Director when reports were due there was no report for Division D

Division E Director report

DD David O'Brien presented Division E Director Mary Jaksch's report on her behalf as tabled.

Moved the report be received

Division G Director report

Division G Director Anthony Fletcher presented his report with one verbal update:

- The division now has all seven Area Directors.

Moved the report be received

Division J Director report

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

- Newlands Toastmasters has cancelled the Speechcraft course that was to start tomorrow due to low applicant numbers. Those applicants have subsequently been invited to visit the Newlands Toastmasters club.
- The debate that Toastmasters of Waikanae was running with the Mahara Art Gallery was cancelled due to COVID restrictions. There is no plan to reschedule this as the gallery is due for major renovations.

Moved her report be received

Moved the Division Directors reports are received: DD David O'Brien

Seconded: Rose Wyse, VPE, Wainuiomata Toastmasters Club

CARRIED

14.2 Public Relations Manager report

PRM Brad Grootelaar presented his report with the following verbal update:

So much has happened since he wrote the report. Two of the notable things to bring to the Executive's attention are:

1. A lot of changes have happened to the website in my endless quest to make it more user friendly and he would like to thank last year's team for setting us up on a WordPress based site that has made his role so much easier.
2. This month we ran a fairly large communication survey across all our members. 184 responses were received from the survey. The feedback has been incredibly useful as it has given us a much better understanding of how our members feel about certain issues. He really appreciated that and thanked everyone who filled out that survey. It will help him a lot in his role.

Moved his report be received

Seconded: Harry Fox, President, Lippy Toastmasters Club

14.3 Club Growth Director report

CGD Glen Pearce presented his report as tabled with the following updates:

1. I have appointed a Club Coach for Taieri Club - Genevieve McLachlan
2. In the next three months, congratulations to the following three clubs for achieving a significant milestone - 50th anniversary – Ashburton Club, Toastmasters Wairarapa and Nelson.
3. Since the last District Council virtual meeting held on 15 May 2021 the following club has chartered on 30 June 2021 – Online Uncensored Comedians and Humorous in J4.

Moved his report be received

Seconded: Mary Clark, VPE, NZTA

14.4 Programme Quality Director report

PQD Kathryn Duncan presented her report as tabled.

Moved her report be received

Seconded: Anthony Fletcher, Div. G Dir.

14.5 District Director report

DD David O'Brien presented his report as tabled.

Moved his report be received

Seconded: Marie Muhl, VPE, Liffey Club

Discussion:

Kendall Eade, President, Hutt City Toastmasters and Phoenix Toastmasters - I read in the Div. J report that there is a new club in Area J4, it is an on-line club. I was surprised, they hadn't been told about it and got to learn about it from the Division report. As a President of a club in J4 this is the first I have heard about it, and I was just wondering how the contests are going to work in that this is an on-line club? DD David O'Brien replied it is an interesting question and is something we now have to deal with as a District. It is something that will have to be discussed at a District Executive level and with the Division Director to find a solution.

PQD Kathryn Duncan added to that the District were asked whether we wanted on-line or in person contests and the resounding result was that we wanted it in person. Any club that is on-line or hybrid have to work within those restrictions for the District. Although Online Uncensored Comedians and Humorous is an on-line club it will only be able to present people to the Area contest as face-to-face.

Carol Mitchel advised also the Online Uncensored Comedians and Humorous chartered on 30 June 2021 so they actually chartered at the end of the last toastmaster year. As the Council meeting had already been run before then it needs to be reported just to the membership as a new club since then despite it being chartered in the last Toastmasters year. And just to reiterate what Kathryn said District did go to the members and asked them to vote about in person or on-line contests and there was a resounding vote for face-to-face despite the fact that there are hybrid and on-line clubs. She would say we are probably not used to considering those in our midst.

Div. J Dir. Pauline Cook replied we are aware that this club hasn't been promoted and we are planning to do an article in the next newsletter to let the members know that this club is now in action. The promotion issue is underway and I am sure Laura knows we are going to do that soon. Hopefully people will know soon.

Louise Landess, Boaters Club asked CGD Glen Pearce he talked about retention being important this year. \$3,000 to \$4,000 has been earmarked for that. What is your focus for the member retention other than club coaches? Glen advised part of that is about helping clubs grow the club quality and will include things like training/workshops and bringing people in to help out, making sure members have a really good experience, their goals are being met and they want to stay.

Moved the district officer reports other than the District Finance Managers financial report already received be approved: David O'Brien, DD

CARRIED

15 **General Business**

15.1 District Training Announcements

District Trainer, Helen Cartmell commented she wanted to mention some aspects of training coming up but first of all it is really important from our perspective as we move into an environment where we are using Zoom increasingly that we accept that technical literacy is going to become a fundamental part of how we function. It is not different to reading and writing, we have to be technically savvy these days. If you don't know the basics of Zoom and that translates into your club environment which translates into club quality as Glen said I think we are losing a huge opportunity to not only upskill ourselves but provide quality online. Kath and I have tried to implement several workshops so I am going to run through what we are doing already.

- Behind the scenes workshop for Zoom (next Thursday)

This is for those people who have some really good technical skills already with Zoom, they are comfortable with the basics and they want to learn how to run or perform the tech support role behind the scenes, for example, at a contest but at a club meeting as well because there are certain advanced aspects of Zoom that are really useful at club meetings.

- How to run an online conference session (23 September).

Both sessions from 7-9 pm, you can find them on D72 website on the training page. No registration required, just click on the link on the website.

- Zoom Basics

Six meetings have been held, they are going to run two more (Friday 17th and Wednesday the 29th of September)

If you are missing some of those basic skills and you know of members in your club are please come along to those meetings. They are scheduled for about half an hour but often people stay behind because they want to find out a little bit more. They have been really successful so far.

Helen asked again please check your District 72 Training page. As Presidents and Vice President Education we see it as incumbent in your role to check that page frequently and to advise your club members during the club business sessions of what's coming up.

Finally in order to sustain the level of training we are offering we really need more help. We need people who are keen to get involved in training much of which is going to be online this year. If you are able to help at all, could you please email Kath Cherrie or myself and we will encourage you to get involved in what's coming up.

Discussion:

Cam Parsonson, VPE, Boosters Club & AD D1 commented he thought we need to probably think seriously at this point about on-line, given what is developing and look at rather than putting an on-line club into an existing area perhaps forming an "Area Z" and putting OUCH and clubs that come forth like that into Area Z, then exempt that area from having to run online contests and such things to comply with the rest of our areas? DD David O'Brien suggested it is something we would need to look at as a District. We are governed by the rules and regulations of TI. In the case of the contests if we as a District voted to go to in person those on-line clubs don't get an option. It is something to think about and discuss for the future rather than at this meeting.

16 **Announcements**

The next meeting of the D72 Council Committee will held on 14 May 2022. Further details are pending.

The next meeting of the D72 Executive meeting will be held in November 2021. Further details are pending.

DD David O'Brien thanked:

District Parliamentarian Denis McCord for all his hard work in preparing for the Council meeting as he only had a week to prepare.

Everyone who helped keep us on track with procedures.

Carol Mitchell as the IPDP and wished her all the best for all her upcoming endeavours as she strives to become an International Director next year.

17 **Close 11.19 am**

Appendix 1: District Officers present at the District Council Committee meeting 12 September 2021

District Director - David O'Brien
Program Quality Director - Kathryn Duncan
Club Growth Director - Glen Pearce
Administration Manager - Kayleen Gilder
Public relations Manager - Brad Grootelaar
District Parliamentarian – Denis McCord
Division C Director - Leanne Fox
Division D Director – Dani Rius
Division G Director - Anthony Fletcher
Division J Director - Pauline Cook
C1 Area Director - Doug Fraser
C2 Area Director - Karen Squires
C4 Area Director - Craig McGregor
D5 Area Director - Marie Muhl
E5 Area Director - Sun Kim
G1 Area Director – Charlotte Perry
G2 Area Director - Andrew Freeth
G4 Area Director - Daniel Malpass
G5 Area Director - Anna Spencer
G6 Area Director - Rachelle Winefield
G7 Area Director - Lisa Doyle
J1 Area Director - Jackie Blackwell
J2 Area Director - Ron Blackwell
J3 Area Director - Karen Hoyland
J4 Area Director - Sheryl Ryan
J5 Area Director - Murray Ingram

Credentials Chair, Carol Mitchell
Immediate Past Finance Manager, Philip Smith

Clubs Officers present at the District Council Committee meeting 12 September 2021

| | |
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| Alphabet Athletic Toastmasters Club | Club President, Vincent Brockerhoff |
| Alpine Toastmasters Timaru Club | Club President, Boss Parkhill |
| Alpine Toastmasters Timaru Club | Club VP Education, Lisa Coppins |
| Aranui Toastmasters Club | Club President, Mata Samatua |
| Aranui Toastmasters Club | Club VP Education, Anthony Kalauta |
| Boaters Club | Club President, Louise Landess |
| Boaters Club | Club VP Education, Cam Parsonson |
| Business Breakfast Club | Club President, Bronwen Newton |
| Capital Breakfast Club | Club President, Margaret Austin |
| Capital Chatterers Club | Club President, Malcolm Freebairn |
| Capital Chatterers Club | Club VP Education, Peter Scholtens |
| Cathedral City | Club VP Education, Khurram Naseem |
| Christchurch Athenians Toastmasters | Club President, Peter Menis |
| Christchurch Club | Club President, Roy Knight |
| Christchurch Club | Club VP Education, Yolanda Den Hering |
| Christchurch Speechcraft Club | Club VP Education, Richard Taylor |
| Christchurch Women's Club Toastmasters | Club President, Lovey Ratima |
| Churton Park Toastmasters | Club President, Steve Brown |
| Civic Club | Club President, Irmana Sampedro |
| Cook Strait Club | Club President, Sheryl Ryan |
| Cook Strait Club | Club VP Education, Sheryl Ryan |
| Cup Cake Communicators | Club President, Carol Mitchell |
| Cup Cake Communicators | Club VP Education, Chris Lennon |
| DIALOGUE Toastmasters Club | Club President, Louise Coad |
| Dollan House Toastmasters | Club President, Sini Miller |
| Dollan House Toastmasters | Club VP Education, Ben Faulks |
| Dunedin Toastmasters Club | Club President, Glenys Forsyth |
| Dunedin Toastmasters Club | Club VP Education, Sue Hoseit |
| Everest Club | Club VP Education, Mike Reid |
| Foveaux Club | Club VP Education, Leanne Fox |
| Gore Toastmasters Club | Club VP Education, Tessa Schmidt |
| Gracefield Toastmasters Club | Club VP Education, Karl Rogers |
| Grand Club | Club President, Allison Graham |
| High Noon Bankers | Club President, Dionne Needham |
| Hornby | Club President, Richard Taylor |
| Hornby | Club VP Education, |
| Hutt City Toastmasters | Club President, Kendall Eade |
| Hutt Valley Toastmasters Club | Club VP Education, Helen Cartmell |
| Island Bay Toastmasters Club | Club President, Richard Turner |
| Kaiapoi Club | Club President, Bryan Harrison |
| Liffey Club | Club President, Harry Fox |
| Liffey Club | Club VP Education, Marie Muhl |
| LINZ Toastmasters | Club President, Rachelle Winefield |
| MBIE Toastmasters Club | Club VP Education, Lana Sabitova |
| Mount Victoria Toastmasters Club | Club VP Education, Lydia Johnston |
| Nelson Club | Club President, Daniella Ferrier |
| Ngaio Toastmasters | Club President, Chelsea Heppell |
| NZ Transport Agency Toastmasters | Club President, Sam Eastman |

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|---|------------------------------------|
| NZ Transport Agency Toastmasters | Club VP Education, Mary Clarke |
| Oaklands Toastmasters | Club President, Prawindra Mukhia |
| Ohariu Toastmasters Club | Club President, Diego Nacu |
| Online Uncensored Comedians & Humourists | Club President, Laura Bruce |
| Oyster Orators | Club President, Lisa Timpany |
| Pegasus Toastmasters | Club President, Eve Hingston |
| Phoenix | Club President, Kendall Eade |
| Police Toastmasters Club | Club President, David Isaia |
| Porirua Central | Club VP Education, Fenli Chen |
| Rangiora Club | Club VP Education, Nicola Green |
| Riccarton Toastmasters Club | Club President, Judith Snelling |
| Scarfies Speechcraft Club | Club President, Simon Jenkin |
| Scarfies Speechcraft Club | Club VP Education, Paulette Boyes |
| Silverstream Toastmasters | Club President, Tania Fraser |
| Silverstream Toastmasters | Club VP Education, Helen Cartmell |
| Spinnaker Toastmasters Club | Club President, Dave Cook |
| Statistically Speaking | Club President, Tracy Wilkinson |
| Sunbelt Speakers Club | Club VP Education, Lisa Wheeler |
| Tabletalk Toastmasters | Club President, Imogen Duncan |
| Tabletalk Toastmasters | Club VP Education, Kathryn Duncan |
| Taieri Club | Club President, David O'Brien |
| Taieri Club | Club VP Education, Imogen Duncan |
| Tawa Toastmasters | Club President, Jeremy Naylor |
| Te Aro Toastmasters Club | Club President, Kent Stevens |
| Terrace@12 Toastmasters Club | Club President, Thomas Wynne |
| Terrace@12 Toastmasters Club | Club VP Education, Peter Scholtens |
| Toast Health | Club VP Education, Sian Farr |
| Toast NOW | Club VP Education, Kath Cherrie |
| Toastmasters Of Waikanae | Club President, Pauline Cook |
| Toastmasters Wairarapa | Club VP Education, Carol Wald |
| Turbine Talkers Club | Club President, Richard Huelin |
| U-CAN-SPEAK Club | Club VP Education, Timm Treskatis |
| Upper Hutt Toastmasters Club | Club VP Education, Glenys Brown |
| Victoria Toastmasters Club (Christchurch) | Club President, Anita Fulton |
| Wadestown | Club VP Education, Georgia Carson |
| Wainuiomata Toastmasters | Club VP Education, Rose Wyse |
| Wairarapa Gourmet Toastmasters | Club President, Clive Bickerstaff |
| Wairarapa Gourmet Toastmasters | Club VP Education, Karen Hoyland |
| Wanaka Toastmasters | Club President, Karen Squires |
| Wanaka Toastmasters | Club VP Education, Matthew Kennedy |
| Wavecrest Club | Club VP Education, Esther Haines |
| Wellington Club | Club VP Education, Serge Latyntcev |
| Wellington Professional Toastmasters Club | Club President, Ben Cooksley |
| Westport | Club President, Denise Henley |

Also present:

Region 12 Advisor, Kaylene Ledger

Erin Daldry

Craig Fraser (Past Member)

Ira Kolm