

**Toastmasters International**  
**District 72 Executive Committee Meeting**  
**Virtual**  
**Sunday 27 February 2022, 1.30 PM**

**See Appendix 1 for members present**

**1 Call to order and welcome**

District Director (DD) David O'Brien called the virtual meeting to order at 1.30 pm and welcomed all present. He explained the speaking and voting processes.

**2 Notice of Virtual Meeting**

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

**3 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.)

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

Immediate Past District Director (IPDD) Rob Woolley

District Director (DD) David O'Brien

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

Denis McCord, District Parliamentarian

Tim Law, District Technical Officer

**4 District Mission Statement and Toastmasters International (TI) Values**

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

**5 Apologies**

AM Kayleen Gilder reported apologies from the following district officers:

- Lisa Doyle, G7 Area Director
- Anna Spencer, G5 Area Director
- Russell Hazelwood, D4 Area Director
- Mata Samatua, D3 Area Director

**Moved that the District Executive accepts the apologies: Marie Fox, AD D5.**

**No seconder required.**

**6 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 E3, E6 are vacant and not included) making a total

of 34 members. The quorum is 18. DP Denis advised 27 members were present and the quorum is confirmed. The majority vote is 14 members.

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

The following items were added to item 17 General Business:

17.2 Update on Conference

17.3 Overview of organisational updates received from TI.

**8 Minutes of the District 72 District Executive Committee Meeting held on 07 November 2021**

The minutes of the 07 November 2021 District Executive Committee virtual meeting have been circulated.

**Moved that the minutes of the 07 November 2021 District Executive Committee meeting be accepted as a true and correct record**

**Moved: Mary Jaksch, Div. E Dir.**

**Seconded: Karen Squires, AD C2**

**CARRIED**

**9 Matters arising from the minutes 07 November 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.

**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 07 November 2021.

- Alan Bradley, Area E6 Director

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

**Moved: Murray Ingram, AD J5**

**Seconded: Kathryn Duncan, PQD**

**CARRIED**

**11.2 Confirmation of District Officer Appointments:**

DD David O'Brien reported the following appointments since the District Executive meeting held on 07 November 2021:

- Nicola Green, Credentials Chair (Field Officer)

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

**Moved: Pauline Cook, Div. J Dir.**

**Seconded: Rob Woolley, IPDD**

**CARRIED**

**11.3 Confirmation of New Clubs into Areas**

DD David O'Brien reported there were no new clubs since 07 November 2021.

**12 Conference Reports**

**12.1 Report from Christchurch Conference May 2022**

PR Brad Grootelaar updated:

- The event will be held online.
- Everyone who registered will be refunded their registration fee by FM Tony Cross.

- Ridges returned the 10% deposit so we haven't lost too much money from this conference
- Keynote speakers & D72 members have been notified
- They are now in the process of starting over with an online event.

**Moved that the Christchurch Conference May 2022 report be received: Rob Woolley, IPDD**

**Seconded: Craig McGregor, AD C4**

Discussion:

DD David O'Brien asked on behalf of the District that Brad convey our sorrow that the in person conference isn't going ahead but also our thanks to his team for the incredible effort and hard work organising the event only to have it cancelled at the last minute.

**CARRIED**

### 13 Finance Managers Report

#### 13.1 District Financial Report as at 30 September 2021

FM Tony Cross presented his report on the District 72 financial report as at 30 September 2021 as tabled.

**Moved that the District Financial Report as at 30 September 2021 be received: Tony Cross, FM**

**Second: Rob Woolley, IPDD**

Discussion: There was no discussion.

**CARRIED**

#### 13.2 Draft Profit & Loss Statement for 1 July 2021 to 31 December 2021

FM Tony Cross presented Profit & Loss Statement for 1 July 2021 to 31 December 2021 as tabled and highlighted:

- We are tracking quite well. Revenue and expenses were down.
- There was a bit of carrier-over credit from the previous year. Some expenses were accrued for which we didn't incur the total amount.
- Expenditure – transportation costs are high. This relates to air fares paid in advance for the May conference. A lot of people had insurance cover so we will be asking if they can claim a refund and reimburse toastmasters. He was not clear what should be done if people did not have insurance.

**Moved that the report for the Draft Profit & Loss Statement for 1 July 2021 to 31 December be received: Tony Cross, FM**

**Second: Rob Woolley, IPDD**

Discussion: there was no discussion.

**CARRIED**

#### 13.3 Progress Financial Report for Christchurch Conference May 2022

FM Tony Cross presented Progress Financial Report for the Christchurch Conference May 2022 highlighting:

- The conference is basically a liquidation exercise.
- He has refunded everybody registration fees that he knows of. He will be going through item by item to ensure everyone is refunded.
- There still seems to be quite a balance in the account which he needs to investigate why.
- It looks like there will be a very minor loss of a few hundred dollars overall as there were a few expenses incurred.

**Moved that the report for the Christchurch May 2022 Conference be received: Tony Cross, FM**

**Second: Rob Woolley, IPDD**

Discussion:

DD David O'Brien noted there were a few things to tidy up, e.g., there were people who paid through other means and we did not have bank accounts to refund directly into. Advertising will start in March to catch anyone who did not think they had been reimbursed.

PR, Brad Grootelaar clarified the only expense they had for the conference has been for the website they put together. Other than that, they tried to put off everything as much as possible. He felt the decision to move online was the right decision at the right time. Had it been any later we would have paid a lot more fees and the cost would have been a lot higher.

PQD, Kathryn Duncan queried with more money in the fund, was it that the 10% deposit was paid from a different account and reimbursed into the conference account? FM, Tony Cross responded he thought that was true but taking that out there would still be a sizeable balance in the account.

FM Tony Cross queried what the result was from the previous conference. It was unclear but DD David O'Brien suggested it could have been a small loss also. They were predicting something similar, but it would become clear in the May reports once everything had been tidied up.

**CARRIED**

#### **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 as tabled.

**Moved her report be received**

##### **Division D Director report**

Division D Director Dani Rius presented her report with the following updates:

- Division D now has one club less in the area where two clubs have merged, now down to 18 clubs as opposed to 19.
- The area D2 that was included in TI has been removed, there was never a D2 at the beginning of the year.

**Moved her report be received with updates**

##### **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:

- 50% of Area contests have now been completed.
- 49% of Area Director reports are in.

**Moved his report be received with updates**

##### **Division J Director report**

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

- Area contests have now been completed with J3 and J5 having face to face contests and the rest have been online.
- Division contests will also be online.
- Club status: Coastmasters now submitted to TI their dissolution of club. Some members will transfer to Toastmasters of Waikanae and distribution of funds is pending.

**Moved her report be received with updates.**

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

**Seconded: Kathryn Duncan, PQD**

#### 14.2 Public Relations Manager report

PRM Brad Grootelaar presented his report as tabled.

**Moved his report be received  
Seconded: Karen Squires, AD C2**

#### 14.3 Club Growth Director report

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

- As previously discussed, two clubs would be closing very shortly.

**Moved his report be received  
Seconded: Dani Rius, Div. D Dir.**

#### 14.4 Programme Quality Director report

PQD Kathryn Duncan presented her report as tabled with the following update:

- We have heard already the District Conference is moving to now fully online.

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

#### 14.5 District Director report

DD David O'Brien presented his report as tabled.

**Moved his report be received  
Seconded: Glen Pearce, CGD**

Discussion:

DD David O'Brien made the following comments:

*Division C Report:* Congratulated Leanne on her report, noting it was good to see 34 new members coming through. He encouraged Leanne to talk to PQD Kathryn Duncan regarding educationals on club success plan.

*Division D Report:* noted the extra area in Division D had disappeared from TI website, and congratulated Dani on all the graphs of the clubs and what their focus was in her report.

*Division E Report:* noted a comment that Northside Toastmasters was not following toastmasters protocol as far as Pathways and queried Mary if she had a plan to resolve this, did she need any help?

Mary agreed it would be good to get some help but thought it was an endemic thing at the moment there are residual areas in toastmasters in our district who are still very much against Pathways. To remedy that she has given workshops right throughout the COT on the new and improved version of level one Pathways. She has also created a video which she has sent around to all VP Educators to use for their clubs as educationals. Her sense was with more information and education that will slowly be overcome.

David confirmed at the next Senior Leaders meeting we will discuss it and how we can put a plan together to help remedy this particular situation. David noted it was great to see the Pathways results across the rest of their division were starting to trend upwards.

*Division G Report:* noted was good to see that clubs in Division G have taken on board the Club Success Plan and it is obviously driving improvements. He noted there were concerns regarding standardising club visit reports which is a document that PQD Kathryn Duncan was in the process of putting together.

PQD Kathryn Duncan confirmed the report was in progress. She has basically put together the report she will now be sending out to the Division Directors to look at in the next couple of days and then hopefully sending it on to TI for some feedback from them as well.

*Division J Report:* congratulated Pauline as it was great to see she was holding regular Area Council meetings which is a huge part of getting the division working together and on the same page.

Public Relations Report: DD David O'Brien sought clarification from PR Brad Grootelaar what he meant when he said people 'open' and 'clicks'? Brad replied when we send an email out only about a third of the members 'open' the email. To access the newsletter, we send it as a link which people 'click' the link to go through to the newsletter, which is even less. There was an improvement on how many people opened the newsletter in February however we aren't reaching all our members. We would be lucky to reach a fifth of them on any given month. Brad queried it may be an improvement on previous years?

Dani raised an issue with VP Eds not knowing how to submit awards. As this did relate to reports under discussion it was agreed to defer this to discuss to General Business, Item 17.4.

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

**15 Motions of Notice**

There were no motions of notice.

**16 Draft District Realignment Report**

PQD Kathryn Duncan presented Draft District Realignment Report as tabled.

**Moved that the report be received**  
**Seconded: Pauline Cook, Div. J Dir.**

DD David O'Brien opened the report for discussion noting that the Final District Realignment Report will be presented at the May 2022 Executive Meeting following consultation with the clubs. There was no discussion.

**CARRIED**

**17 General Business**

**17.1 District Success Plan**

DD David O'Brien reported as he had explained at the last Executive meeting DP Denis McCord brought to our attention that the District Success Plan 2021/2022 should have been presented to the September 2021 District Executive meeting. The District Success Plan was presented at the November 2021 Executive meeting however it was deferred to this meeting as it had not been published on the D72 website even though it had been sent to World Headquarters and was published on the TI website.

**DD David O'Brien presented the District Success Plan for year ending 30 June 2022 and moved that the District Success Plan 2021/2022 be received.**  
**Seconded: Pauline Cook, Div. J Dir.**

There was no discussion.

**CARRIED**

**17.2 Update on Conference**

PQD Kathryn Duncan provided a verbal update on the draft conference proposal:

The whole conference will be all online. Other options were looked at, e.g., watch parties etc. but in the current climate we definitely need to put the whole conference online.

She is meeting with some interested people tonight regarding what we are going to look at. There are two thoughts at the moment, one is that we have the council meeting on the weekend of the 6<sup>th</sup>/7<sup>th</sup> May and then we have the main conference on the 13<sup>th</sup>/14<sup>th</sup> May.

We are still looking at having a full conference, i.e. key note speakers, educationals and four contests. Whether it extends from the Friday night to Sunday or just Saturday/Sunday that is to be confirmed. They will be in touch with further details as soon as they can.

**Secunder: Kayleen Gilder, AM**  
**CARRIED**

**17.3 Overview of Organisational Updates received from TI**

DD David O'Brien presented for information, an update on operational updates received from TI:

- TI are updating their computer systems which will affect the way we operate. On 9 May 2022 the TI website is changing over to a new Microsoft system. This will impact the district at a very busy time of the year. All data on the current TI system will be shifted across to the new system. David encouraged wherever possible go out to the clubs and encourage them to get their awards in early otherwise it may be a struggle to get things done by the end of the year.
- As part of the update the way we log in and go into District Central & Club Central will change. When you become a club or district officer access will now be part of your profile.
- It was unclear whether this update would fix the issue of applying for awards in both Pathways and Club Central. Watch this space.
- There will be another major update in September 2022.

David confirmed he would send through further information as it comes but also encouraged with these changes coming to please ensure everyone read the updates sent out by TI as it could be quite important on how we do things and access things from the TI website.

#### **17.4 Registering of Pathways Awards**

DD David O'Brien asked Div. D Dir. Dani Rius to speak to the issue she raised around the problem of registering Pathways awards.

Div. D Dir. Dani Rius commented the second step towards making an award valid on TI as any VP Ed should know is by submitting it through Club Central. Unfortunately, this training does not get passed on from one VP Educator to the next. Sometimes it seems like they know it, but they don't actually know the second step. When you see educational awards sitting at 0,1,2 that should be like an alarm bell that there might be an issue regarding changes in VP Education or some training needed in that respect.

Karen Hoyland, AD J3 suggested one of the problems is not only VP Education but other basecamp managers who may not realise it happens in two places.

Marie Fox, AD D5 commented she was not sure how endemic this problem is. It has been described in one club and she thought it was important for Area Directors to deal with this by looking at their clubs DCP reports and using it as one of the possible diagnostics for low uptake or apparent low uptake of Pathways. She knew that the District Training team is going some way to address this by holding Pathways training in March. One of the issues is there have been Pathways drop-in sessions run throughout the year and there has been good support however one of the issues is that there is low uptake of the training. It is incumbent on Area Directors and Presidents to encourage that training within their clubs. This isn't the only solution to the apparent low Pathways uptake.

#### **17.5 Marketing Update**

CPD Glen Pearce presented a verbal update on marketing:

We had some money left over from the marketing budget. We have been working quite closely with District 112. Together we have put together a short 30 second and 60 second video together. From 1 March the video's will be aired on TV on Demand, YouTube & Facebook.

**Moved that his report be received:**

**Secunder: Kathryn Duncan, PQD**

Discussion:

Mary noted that is a fantastic idea!

David thanked Glen, Kathryn, Elizabeth PRM from D112 and Brad who have been working on this. They have done a fantastic job putting this together. Please inform your clubs from 1 March these video's will be played on TV on Demand.

**CARRIED**

**18 Announcements**

18.1 Next District Executive Meeting will be a virtual meeting held on 6 May 2022. Further details pending.

18.2 Next District 72 Council meeting will be a virtual meeting held on 7 May 2022 Further details pending.

**17 Meeting Closed: 2.40 pm**

## **Appendix 1: those present at the District Executive Committee meeting 27 February 2022**

Immediate Past District Director – Rob Woolley

District Director - David O'Brien

Program Quality Director - Kathryn Duncan

Club Growth Director - Glen Pearce

Administration Manager - Kayleen Gilder

Finance Manager – Tony Cross

Public relations Manager - Brad Grootelaar

Division C Director - Leanne Fox

Division D Director – Dani Rius

Division E Director- Mary Jaksch

Division G Director - Anthony Fletcher

Division J Director - Pauline Cook

Area Directors:

C2 - Karen Squires

C4 - Craig McGregor

D1 – Cam Parsonson

D5 – Marie Fox

E1 – Erik Roeper

E5 - Sun Kim

G3 - Moumita Jaminder

G5 - Anna Spencer – on-line

G6 - Rachele Winfield

G7 - Lisa Doyle

J1 – Karen Hoyland

J4 - Sheryl Ryan

J5 - Murray Ingram

Also present:

District Parliamentarian - Denis McCord

District Trainer Tim Law, Zoom Technical Support