

**Toastmasters International**  
**District 72 Executive Committee Meeting**  
**Virtual**  
**Friday 06 May 2022, 6.30 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 6.30 pm and welcomed all present. He explained the speaking and on-line 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

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, Audit Committee Chair

Tim Law, District Technical Officer

Bailey Wood, District Technical Officer

Lesley Storkey, International Director, Region 12

**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, Area Director G7

Andrew Freeth, Area Director G2

Russell Hazelwood, Area Director D4

Daniel Malpass, Area Director G4

Sheryl Ryan, Area Director J4

Dani Rius, Division D Director

Rob Woolley, Immediate Past District Director (non-financial member)

**Moved that the District Executive accepts the apologies: Ron Blackwell, AD J2**

**CARRIED**

**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 6 Senior Officers, 5 Division Directors and 21 Area Directors (A/D E3, E6 and G1 are vacant and not included) making a total of 32 members. The quorum is 17 members.

DP Denis advised present were 6 senior officers, 4 Division Directors and 14 Area Directors making a total of 24 members present.

DP Denis McCord confirmed there were 24 Executive members present and we have a quorum.

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

No additional items were added to the agenda.

**8 Minutes of the District 72 District Executive Committee Meeting held on 27 February 2022**

The minutes of the 27 February 2022 District Executive Committee virtual meeting have been circulated.

No corrections were received.

**Moved that the minutes of the 27 February 2022 District 72 Executive Committee meeting be accepted as a true and correct record**

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

**Seconded: Murray Ingram, AD J5**

**CARRIED**

**9 Matters arising from the minutes 27 February 2022**

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 no resignations have been received since the District Executive meeting held on 27 February 2022.

**11.2 Confirmation of District Officer Appointments:**

DD David O'Brien reported the following appointments since the District Executive meeting held on 27 February 2022:

District 72 Audit Committee Members:

- Philip Smith, Audit Committee Chair
- Tania Sales, Member
- Tim McMenamin, Member

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

**Moved: Ron Black, AD J2**

**Seconded: Murray Ingram, AD J5**

**CARRIED**

**11.3 Confirmation of New Clubs into Areas**

DD David O'Brien reported there were no new clubs chartered since 27 February 2022.

**12 Realignment Proposal for G and J Divisions April 2022 for 2022-2023**

PQD Kathryn Duncan presented the realignment proposal for G and J Division for 2022-2023 as tabled highlighting:

Area G4

Current clubs: are Capital Club, Wellington Club, Te aro Toastmasters Club, Mid City Toastmasters.

G4 proposed changes: all four clubs currently there remain but Wellington Professional and Mount Victoria Club, previously in G5 be added into G4. Kathryn noted since preparing the proposal Mount Victoria & Mid City Toastmasters are now closing so in effect G4 would remain a 4 club Area.

Area G5

Proposed changes:

Karori Toastmasters Club & Wadestown – propose moving to J Division

Mount Victoria Toastmasters Club & Wellington Professional Toastmasters – proposed moving to G4.

Outspoken Toastmasters now showing as Suspended on list with TI.

This means Area G5 would not have any clubs in the area.

Division J:

J1 current clubs:

Coastmasters Toastmasters Club (in the process of closing)

Spinnaker Toastmasters

Toastmasters of Waikanae

Poriru Central

Paekakariki Early Birds

J1 proposed change: to add Tawa Toastmasters and Churton Park Toastmasers

J2 current clubs:

Tawa Toastmasers (proposed move to J1)

Churton Park Toastmasters (proposed move to J1)

Ohariu Toastmasters Club

Ngaio Toastmasters

Newlands Toastmasters

J2 proposed change:

Including: Wadestown & Karori

Ohariu Toastmasters Club

Ngaio Toastmasters

Newlands Toastmasters

**PQD Kathryn Duncan moved her report be received:**

**Seconded: Kayleen Gilder, AM**

**CARRIED**

DD David O'Brien opened the item for discussion noting that the District realignment report for 2022-2023 will be recommended to the May 2022 District Council Meeting.

Discussion:

There was no discussion.

**Moved that the District Realignment Report for 2022-2023 be recommended to the May 2022 District 72 Council Meeting: Anthony Fletcher, Div. Dir G**

**Seconded: Jacqui Blackwell, AD J1**

**CARRIED**

### 13 Conference Reports

#### 13.1 Report on Christchurch May 2022 Virtual Conference

PQD Kathryn Duncan presented her report on the Christchurch May 2022 Virtual Conference reporting:

The on-line conference is flying ahead.

Amazing keynote speakers have been organised.

Plus, workshops, networking and contests.

Kathryn reported the on-line conference committee would like to acknowledge the work done by Brad Grootelaar and his team who were trying to organise the face-to-face conference. They did an amazing job and the on-line conference committee have taken on board some of the people they were going to use for the educationals because they felt the educationals they had prepared were really of value to our members.

The on-line conference starts Friday 13 May with the Table Topics Contest and Lesley Storkey presenting a workshop, some networking and exciting events such as a scavenger hunt to hopefully wet people's appetite. The on-line conference will go through until Sunday, just after the lunch time period.

Kathryn commented they are looking forward to the conference which she thought it will be fantastic.

If you haven't registered already, Kathryn encouraged everyone to do so.

**Moved that the Christchurch Conference May 2022 report be received: Kathryn Duncan, PQD**

**Seconded: Jacqui Blackwell, AD J1**

There was no discussion.

**CARRIED**

### 14 Finance Managers Report

#### 14.1 Report on cancelled Christchurch Conference May 2022

FM Tony Cross presented the Finance Report on the Cancelled Christchurch May 2022 Report noting the following:

- Total registrations were \$15,600.00. \$15,600.00 has been refunded.
- The deposit from the hotel was received back in full.
- There was a small surplus of \$100.00. Tony noted he was not clear how we ended up with a surplus of \$100.00 except there were some discrepancies when people were being paid, i.e. what was recorded as being paid by some people varied from what actually was paid to them. He had yet to go back and trace the \$100.00.

Tony reported overall a good result from conference noting it could have been a lot worse.

Data for the cancelled conference is now on the balance sheet and won't now be seen on the Profit and Loss statement.

**Moved that the District Financial Managers report on the cancelled Christchurch Conference 2022 be received: Tony Cross, FM  
Second: Murray Ingram, AD J5**

There was no discussion.

**CARRIED**

#### **14.2a Financial Report as at 31 December 2021**

DD David O'Brien reported the six month report ending 31 December 2021 had been amended and re-released on the website prior to the meeting and District Officers advised of the change. He reported on behalf of FM Tony Cross the following:

##### Revenue:

Membership Revenue - \$27,739.00

Total District Revenue - \$27,775.00

##### Expenditure:

District Conference expenses - \$1,246.00

Recognition, club growth & marketing - \$1,324.00

Education & Training - \$2,506.00

Other expenses - \$1,726.00

Travel - \$4,554.00

Total District Expenses = \$8,758.00

Giving a Nett Surplus of \$19,017.00

**Moved that the Finance report for six months ending 31 December 2021 be received:**

**Tony Cross, FM**

**Second: Kayleen Gilder, AM**

Discussion: there was no discussion.

**CARRIED**

#### **14.2b Financial Report as at 31 March 2022**

FM Tony Cross presented the Financial Report as at 31 March 2022 noting the following:

- Membership Review is roughly in line with budget and quite a bit less from the previous year for obvious reasons.
- There is a bit of conference revenue which should be cleared up in March but will be cleared out in April.
- Looking at expenses, marketing was \$8,249.00 against a budget of \$4,000.00.
- Education and training we are well under budget. Looking at last year we were also quite a bit under budget.
- Speech contests were underbudget again for various reasons.
- Admin expenses were substantially under budget.
- Food and meals were under budget which probably relates to not having a conference.
- Travel expenses not too far off budget.
- Other expenses there wasn't a budget for it, but we spent \$2,173.00.

The end result was that we underspent budget substantially. \$41,000.00 was budgeted for expenses, \$22,000.00 were spent with \$18,600.00 underspent for the nine months ended March 2022.

Moving to the balance sheet:

- Cash and equivalents \$95,000.00
- Other assets \$2,000.00
- Total Assets = \$97,800.00 (the bulk of that was all members equity)

**Moved that the Finance report for nine months ending 31 March 2022 be received: Tony Cross, FM**  
**Second: Ron Blackwell, AD J2**

There was no discussion.

**CARRIED**

**15 District Semi-Annual Audit Committee Report**

Audit Committee Chair (ACC), Philip Smith presented the Districts semi-annual audit committee report as tabled with no updates.

**Moved that the District Semi-Annual Audit Report be received: Philip Smith, ACC**  
**Second: Kayleen Gilder, AM**

There was no discussion.

**CARRIED**

**16 Senior District Officer Reports**

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

**16.1a Division C Director report**

Division C Director Leanne Fox presented her report as tabled.

**Moved her report be received**

**16.1b. Division D Director report**

Area Director, D5 Marie Fox on behalf of Division D Director Dani Rius presented the Division D report as tabled.

**Moved her report be received**

**16.1c. Division E Director report**

Division E Director Mary Jaksch presented her report as tabled.

**Moved her report be received**

**16.1d. Division G Director report**

Division G Director Anthony Fletcher presented his report as tabled.

**Moved his report be received**

**16.1e. Division J Director report**

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

- Area Director club visits – 100% of Area Director club reports have been submitted.
- A club coach has been appointed to Wairarapa Gourmet Toastmasters.

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

**Moved all Division Directors reports are received: David O'Brien, DD**  
**Seconded: Karen Squires, AD C2**

**16.2 Public Relations Manager report**

PRM Brad Grootelaar presented his report as tabled with one update:

- Page 2 it was stated they spent about \$900.00 on You Tube ads but on receiving the invoice Google kindly gave us \$600.00 in credit for being first time users. Only \$300.00 was spent on You Tube ads for about 70,000 views making it incredibly cheap.

**Moved his report be received with updates**

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

**16.3 Club Growth Director report**

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

- Noted as previously mentioned by Div. J Director Pauline Cook, a club coach has been appointed for Wairarapa Gourmet Toastmasters Club.

**Moved his report be received with updates**

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

**16.4 Programme Quality Director report**

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

- As at last night we had:
  - 85 Area Director reports fully completed
  - 5 were incomplete but in the system ready to be completed
  - 5 visits scheduled
  - 11 reports not started

Kathryn thanked all the Area Directors.

**Moved her report be received**

**Seconded: Glen Pearce, CGD**

**16.5 District Director report**

DD David O'Brien presented his report as tabled.

**Moved his report be received**

**Seconded: Murray Ingram, AD J5**

**Moved all district reports other than the District Finance Managers reports be received: DD David O'Brien**

**Seconded: Anthony Fletcher, Div. G Dir**

There was no discussion.

**CARRIED**

**17 General Business**

There was no general business.

**18 Announcements**

18.1 The next District Executive Meeting to be held in July. Further details pending.

18.2 The next District 72 Council meeting will be held on 11 September 2022. Further details pending.

19 DD David O'Brien acknowledged all the District Officers and thanked them for their hard work over the year stating it has been much appreciated.

**Meeting Closed: 7.28 pm**

## **Appendix 1: those present at the District 72 Executive Committee meeting 06 May 2022**

District Director - David O'Brien  
Program Quality Director - Kathryn Duncan  
Club Growth Director - Glen Pearce  
Public relations Manager - Brad Grootelaar  
Administration Manager - Kayleen Gilder  
Finance Manager – Tony Cross  
Division C Director - Leanne Fox  
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  
D3 - Mata Samatua  
D5 - Marie Fox  
E1 - Erik Roeper  
E5 - Sun Kim  
G3 - Moumita Jaminder  
G6 - Rachelle Winefield  
J1 - Jacqui Blackwell  
J2 - Ron Blackwell  
J3 - Karen Hoyland  
J5 - Murray Ingram

### Also present:

International Director Region 12 - Lesley Storkey  
District Parliamentarian - Denis McCord  
Audit Committee Chair - Philip Smith  
District Technical Support - Tim Law  
District Technical Support - Bailey Wood