

**Toastmasters International
District 72 Executive Committee Meeting
Hybrid Meeting**

Wellington (Boulcott Golf Course, 33 Military Road, Lower Hutt)
Christchurch (Garden Hotel, 110 Marshland Road, Shirley, Christchurch)
And online on Zoom

Sunday 6 November 2022, 9.00 AM

See Appendix 1 for members present

1	<p>Call to order and welcome District Director (DD) Kathryn Duncan called the meeting to order at 9.15 am and welcomed all present. She explained the speaking and on-line voting processes. DD Kathryn Duncan noted that the meeting was being recorded and that the recording will not be made public and will only be used for minute taking.</p>
2	<p>Notice of Online Meeting Administration Manager (AM) Esther Haines read the notice of the online meeting.</p>
3	<p>District Mission Statement and Core Values Program Quality Director (PQD) Glen Pearce read the District Mission Statement and Core Values.</p>
4	<p>Speaking Rights DD Kathryn Duncan 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) Esther Haines District Finance Manager (FM) Sheryl Ryan Public Relations Manager (PRM) Kath Cherrie Club Growth Director (CGD) Mary Jaksch Programme Quality Director (PQD) Glen Pearce Immediate Past District Director (IPDD) David O'Brien District Director Kathryn Duncan Under Toastmasters International (TI) Policy DD Kathryn Duncan extended speaking rights to: David Templeman, District Parliamentarian Karen Squires, District Trainer Timothy Law, District Technical Officer DD Kathryn Duncan asked that those online wishing to speak raise their hand virtually and wait to be acknowledged and those in person in Wellington or</p>

	<p>Christchurch to physically raise their hand and wait to be acknowledged. She reminded speakers to clearly state their name and role before speaking and to speak so that Administration Manager Esther Haines and DD Kathryn Duncan can hear you.</p>
5	<p>Confirmation of Quorum District Parliamentarian (DP) David Templeman 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 19 Area Directors (the roles of Area Directors for G4, G6, J1 and J3 are vacant and not included) making a total of 31 members. The quorum is 16 members. DP David Templeman confirmed there were 21 Executive members present and we have a quorum.</p>
6	<p>Apologies AM Esther Haines reported apologies from the following district officers: Dillon Skipper, Area Director D3 Catrin Jacksties, Area Director E1 Inger Deighton, Area director G7 Thomas Wynne, Area Director J4 Marie Fox, District Trainer Harry Fox, District Trainer Karen Squires, District Trainer Moved that the apologies be accepted. Graeme Hunt, Area Director, C1 (Seconder not required.)</p> <p>There were no objections so the apologies were accepted.</p>
7	<p>Changes to and confirmation of Agenda and Additional Items There were no changes or additions to the agenda.</p>
8	<p>Minutes of the District 72 District Executive Committee Meeting held on 9 September 2022 The minutes of the 9 September 2022 District Executive Committee online meeting have been circulated. No corrections were received. There were no objections so the minutes of the District 72 Executive Committee Meeting held on 9 September 2022 were adopted.</p>

9	<p>Matters arising from the minutes 9 September 2022</p> <p>There were no matters arising from the minutes.</p>
10	<p>Correspondence</p> <p>AM Esther Haines confirmed there were no items of correspondence relating to this meeting.</p>
11	<p>Urgent Business</p> <p>11.1 Confirmation of District Officer Resignations: DD Kathryn Duncan reported that she has received no resignations from District Officers since the District Executive Committee meeting held on 9 September 2022.</p> <p>11.2 Confirmation of Officer Appointments: DD Kathryn Duncan reported she had made no appointments of District Officers since the District Executive Committee meeting held on 9 September 2022.</p> <p>11.3 Confirmation of New Clubs into Areas DD Kathryn Duncan reported that no new clubs have chartered since the District Executive Committee meeting held on 9 September 2022.</p>
12	<p>Conference Report</p> <p>DD Kathryn Duncan asked PQD Glen Pearce to provide a verbal update for the Lower Hutt District Conference 2023.</p> <p>PQD Glen Pearce acknowledged the hard work being put in by the Conference Organizing Committee. The registration link will be up soon. There will be a dedicated website with all the information available. The Conference will be held on 12, 13, 14 May in Lower Hutt. With a theme of 'Back to the Future', it will be a fun, informative and networking event. PQD Glen Pearce encouraged us to register as soon as registrations are available. There will be a hybrid option available but there will be a cost to cover the costs of audio-visual equipment. The conference will be interactive and fun. A quiz is planned for Friday evening and a Dine and Dance for Saturday evening along with educational workshops and the contests.</p> <p>PQD Glen Pearce moved that his update be received.</p> <p>DD Kathryn Duncan opened the report for discussion.</p> <p>Area J5 Director Karen Lynley asked if there was a confirmed cost for the conference. PQD Glen Pearce replied that the confirmed cost for the early bird rate is \$120 and the confirmed cost for the hybrid option is \$70. This information will be sent out very soon with the registration link.</p> <p>DD Kathryn Duncan thanked PQD Glen Pearce and the Conference Organizing Committee.</p>

13	<p>Financial Reports</p> <p>13.1 District Financial Statements for the period 1 July 2022 to 30 September 2022</p> <p>DD Kathryn Duncan asked District Finance Manager Sheryl Ryan to present the Financial Statements for the period 1 July 2022 to 30 September 2022.</p> <p>FM Sheryl Ryan moved that the District Financial Statements for the period 1 July 2022 to 30 September 2022 be received as published with no verbal updates. Seconded: CGD Mary Jaksch</p> <p>DD Kathryn Duncan opened the District Financial Statements for the period 1 July 2022 to 30 September 2022 for discussion.</p> <p>There was no discussion.</p>
14	<p>Committee Reports</p> <p>14.1 District Realignment Committee Report</p> <p>DD Kathryn Duncan asked PQD Glen Pearce to provide a verbal report on the progress of the District Realignment Committee.</p> <p>The committee members are: PQD Glen Pearce (Chair), Past District Governor Joy Ackrill, Past International Director and District Parliamentarian David Templeman, Division C Director Kayleen Gilder and Past Division C Director Leanne Fox.</p> <p>The Committee has looked at the current situation in each Division and across the District. Their aim is to create stronger Areas of five clubs, where possible. Division C has been declining for some time now and has only 14 clubs in good standing. The Committee is looking at reducing the number of Divisions in the South Island from three to two. A full report will be available soon and the Committee will be consulting with clubs early next year.</p> <p>On behalf of the District Realignment Committee, PQD Glen Pearce moved that their report be received.</p> <p>DD Kathryn Duncan asked if there was any discussion.</p> <p>Area G2 Director Siân Farr commented that if the number of divisions in the South Island is reduced to two, they will be geographically large and asked if the Committee had considered the amount of travelling required and the impact on travel costs.</p>

PQD Glen Pearce responded that this aspect had been discussed and noted that the use of hybrid meetings would reduce travel costs and also that the geographical spread of the existing Divisions was already large.

IPDD David O'Brien commented that reducing the number of divisions in the South Island would be reverting to the situation before the previous re-alignment.

There was no further discussion.

DD Kathryn Duncan thanked PQD Glen Pearce and the Realignment Committee for their work.

14.2 Governing Documents Review Committee

DD Kathryn Duncan asked IPDD David O'Brien to provide a verbal report on the progress of the Governing Documents Review Committee.

IPDD David O'Brien reported that this committee has not done much as yet as he has been considering his future in Toastmasters. He has decided to continue in Toastmasters but has discovered that the role of chairing the Governing Documents Review Committee potentially conflicts with his role of chair of the District Leadership Committee. Once that conflict is resolved he anticipates that the work of the Governing Documents Review Committee will be completed quickly. He noted that the most important change (that to District Procedure A1.3 changing the days prior to a meeting that reports must be available on the website from 21 days to 14 days in alignment with the Toastmasters International Governing Documents, which was approved by the District Executive Committee Meeting on 9 September 2022) had already been made.

On behalf of the Governing Documents Review Committee, IPDD David O'Brien moved that their report be received.

On behalf of the District, DD Kathryn Duncan welcomed IPDD David O'Brien's decision to continue in Toastmasters and opened the report for discussion.

Area D1 Director Louise Landess asked how members can find out about working committees, in particular, who is on them and what their remits are.

IPDD David O'Brien said that the members of the Governing Documents Review Committee are: PQD Glen Pearce, CGD Mary Jaksch, Past District Director Carol Mitchell. Generally, the chair of a committee finds the members for that committee. DD Kathryn Duncan commented that information about the Governing Documents Review Committee could not be given until it was confirmed that IPDD David O'Brien could continue to chair that committee. She agreed that the membership and remit of committees should be made available to all members.

IPDD David O'Brien pointed out that the membership of the District Leadership Committee (DLC) would remain confidential until its report was published.

	<p>Area D1 Director Louise Landess commented that we could improve our communication about working committees.</p> <p>Finance Manager Sheryl Ryan asked how often the governing documents are updated with the Charities Commission. IPDD David O’Brien said he thought the documents were updated yearly. District Parliamentarian David Templeman said he would endeavour to confirm this.</p>
15	<p>Senior District Officer Reports</p> <p>15.1 Division C Director Report Division C Director Kayleen Gilder moved that the Division C report be received as published.</p> <p>15.2 Division D Director Report Division D Director Celina Templeman moved that the Division D report be received as published.</p> <p>15.3 Division E Director Report Division E Director Erik Roeper moved that his Division E report be received as published.</p> <p>15.4 Division G Director Report Division G Director Moumita Jaminder moved that her Division G report be received as published.</p> <p>15.5 Division J Director Report Division J Director Murray Ingram moved that his Division J report be received as published with the following verbal update. Following the October renewals, one club in Division J has been suspended. He is currently working with Toastmasters International to get the suspension reverted.</p> <p>15.6 Public Relations Manager Report PRM Kath Cherrie moved that her report be received as published.</p> <p>15.7 Club Growth Director Report CGD Mary Jaksch moved that her report be received as published.</p> <p>15.8 Program Quality Director Report PQD Glen Pearce moved that his report be received as published.</p> <p>15.9 Immediate Past District Director Report IPDD David O’Brien moved that his report be received as published.</p> <p>15.10 District Director Report DD Kathryn Duncan moved that her report be received as published.</p> <p>Motion: that all the senior officers’ reports, except the Finance Manager’s report, be received.</p>

	<p>Moved: Area G3 Director Kathleen Palmer Seconded: Area C4 Director Glenys Forsyth</p> <p>Voting Online by Zoom poll: 6 yes 1 abstain In Wellington: 7 yes In Christchurch: 9 yes</p> <p>The motion is carried.</p> <p>There was no discussion on the reports.</p>
16	<p>General Business</p> <p>There was no general business.</p>
17	<p>Announcements</p> <p>The next meeting will be a District Executive Committee Meeting to be held online on Friday 24 February 2023 at 7pm.</p>
18	<p>Close</p> <p>DD Kathryn Duncan thanked all who had participated in or assisted with the meeting.</p> <p>There being no further business, DD Kathryn Duncan for a motion that the meeting be closed.</p> <p>Motion: that the meeting be closed Moved: Area C1 Director Graeme Hunt Seconded: CGD Mary Jaksch</p> <p>There were no objections and the meeting closed at 9.49 am.</p>

Appendix 1: Attendance District 72 Executive Committee meeting 6 November 2022

In Wellington

Program Quality Director - Glen Pearce
Club Growth Director – Mary Jaksch
Public relations Manager – Kath Cherrie
Finance Manager – Sheryl Ryan
Division J Director – Murray Ingram
Area Directors:
G2 - Siân Farr
J5 – Karen Lynley

In Christchurch

District Director - Kathryn Duncan
Administration Manager – Esther Haines
Division C Director – Kayleen Gilder
Division D Director – Celina Templeman
Area Directors:
C1 – Graeme Hunt
C3 – Liz Doubtfire
C4 – Glenys Forsyth
D4 – Leonie Wilkinson
G3 – Kathleen Palmer

Online

Immediate Past District Director - David O’Brien
Division E Director- Erik Roeper
Division G Director – Moumita Jamindar
Area Directors:
C3 – Gordon Goodall
D5 – Lisa Coppins
E6 – Reuben Painter
J2 – Laura Bruce

Also present:

District Parliamentarian – David Templeman (Christchurch)
District Technical Support – Tim Law (Wellington)