

**Toastmasters International
District 72 Executive Committee Meeting
Online on Zoom**

Friday 24 February 2023, 7.00 PM

See Appendix 1 for members present

| | |
|----------|---|
| 1 | <p>Call to order and welcome District Director (DD) Kathryn Duncan called the meeting to order at 7.06 pm 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 Judy Love on behalf of the May Conference Committee DD Kathryn Duncan thanked Kath Cherrie in her dual roles of PRM and District Technical Support for this meeting. DD Kathryn Duncan asked that those wishing to speak raise their hand virtually 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</p> <p>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 17 Area Directors making a total of 29 members. The quorum is 15 members. DP David Templeman confirmed there were 15 Executive members present and we have a quorum.</p> |
| 6 | <p>Apologies</p> <p>AM Esther Haines reported apologies from the following district officers: Finance Manager Sheryl Ryan Division G Director Moumita Jamindar Area D3 Director Dillon Skipper Area E5 Director Lovey Ratima-Rapson Area G7 Director Inger Deighton Area J1 Director Roger Hynd Area J2 Director Laura Bruce Area J4 Director Thomas Wynne Area J5 Director Karen Lynley District Trainer Marie Fox District Trainer Harry Fox District Trainer Karen Squires</p> <p>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</p> <p>There were no changes or additions to the agenda.</p> |
| 8 | <p>Minutes of the District 72 District Executive Committee Meeting held on 6 November 2022</p> <p>The minutes of the 6 November 2022 District Executive Committee online meeting have been circulated. No corrections were received.</p> <p>There were no objections so the minutes of the District 72 Executive Committee Meeting held on 6 November 2022 were adopted.</p> |
| 9 | <p>Matters arising from the minutes 6 November 2022</p> <p>There were no matters arising from the minutes.</p> |

| | |
|----|--|
| 10 | <p>Correspondence 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 one resignation from a District Officer since the District Executive Committee meeting held on 6 November 2022: Patrick Sharp, Area Director G1.</p> <p>Motion: that the resignation be accepted.</p> <p>Division E Director Erik Roeper asked if the meeting needed to accept the resignation of Area E1 Director Catrin Jacksties. DD Kathryn Duncan said she thought this had been done at the last meeting.</p> <p>Moved: Erik Roeper, Division E Director Seconded: Kathleen Palmer, Area Director G3</p> <p>There were no objections to the motion so the resignation of Area Director G1 Patrick Sharp is accepted.</p> <p>11.2 Confirmation of Officer Appointments: DD Kathryn Duncan reported she had made one appointment of a District Officer since the District Executive Committee meeting held on 6 November 2022: Roger Hynd, Area Director J1.</p> <p>Motion: that the appointment be accepted. Moved: Glen Pearce, PQD Seconded: Graeme Hunt, Area Director C1</p> <p>There were no objections to the motion so the appointment of Roger Hynd to Area Director J1 is accepted.</p> <p>At this point, AM Esther Haines raised a point of information saying that she had checked the minutes of the previous DEC meeting on 6 November 2022 and we had not accepted the resignation of Area E1 Director Catrin Jacksties at that meeting. DD Kathryn Duncan thanked Division E Director Erik Roeper and AM Esther Haines for bringing this to her attention.</p> <p>Motion: that the resignation of Catrin Jacksties, Area E1 Director, be accepted. Moved: Erik Roeper, Division E Director Seconded: Glenys Forsyth, Area Director C4</p> <p>There were no objections to the motion so the resignation of Area Director E1 Catrin Jacksties is accepted.</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 6 November 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 passed the floor to Judy Love DTM to present a verbal report on behalf of the Conference Organizing Committee.</p> <p>Judy Love:</p> <p>A Toastmasters Conference is a wonderful experience and it is a long time since we had an in-person conference. The conference includes:</p> <ul style="list-style-type: none"> • Keynote speakers. • Workshops focussing on self-improvement and learning for the individual. • A live band has been booked for the Saturday evening Dine and Dance. • The entertainment on Friday evening will be a quiz. Food will be available. Numbers are restricted due to room size. <p>Few district officers have registered. Judy encouraged district officers to register and encouraged Area Directors and Division Directors to promote the conference at their Area and Division contests. She suggested that getting more people along to the conference would increase the pool of people willing to become Area Directors.</p> <p>On behalf of the District Conference Committee, PQD Glen Pearce moved that the Lower Hutt Conference 2023 report be received.</p> <p>DD Kathryn Duncan opened the report for discussion.</p> <p>IPDD David O’Brien asked if there was still accommodation available at the venue. Judy Love said that she hadn’t checked but that she hoped there was. It is best to ring the venue and say you are with Toastmasters to get the Toastmasters rate.</p> <p>DD Kathryn Duncan encouraged everyone who has not already done so to register and, for those not in Wellington, to book their flights and send their travel expense claim form to FM Shery Ryan.</p> |
| 13 | <p>Financial Reports</p> <p>13.1 District Financial Statements for the period 1 July 2022 to 31 December 2022</p> <p>District Finance Manager Sheryl Ryan was unable to attend so DD Kathryn Duncan presented the Financial Statements for the period 1 July 2022 to 31 December 2022.</p> <p>DD Kathryn Duncan moved that the District Financial Statements for the period 1 July 2022 to 31 December 2022 be received.</p> <p>Seconded: Div C Dir Kayleen Gilder</p> |

DD Kathryn Duncan opened the District Financial Statements for the period 1 July 2022 to 31 December 2022 for discussion.

DD Kathryn Duncan noted that we are underspent in most categories. Plans are underway to spend more money, for example, advertisements in the *Listener* and boosting video posts on Facebook. Also, it was expected that more people would have registered for the May conference and claimed their travel expenses.

PRM Kath Cherrie asked about expenditure in the 'Recognition' category. Obviously, the Trio had planned expenditure in this category but so far nothing has been spent. Is this something you have in hand?

DD Kathryn Duncan responded that money has been spent, for example, on ribbons and 25-year plaques, and some of the items have arrived. However, the card has not yet been charged. This expenditure was expected to show in the December accounts. It is expected to appear in the next few months.

PRM Kath Cherrie asked if there was a reason the Financial Statement has only one page compared to the more extensive reports presented in past years.

DD Kathryn Duncan explained that Toastmasters International have not yet finalized the December numbers. It was felt to be inappropriate to present too much detail when the numbers were not finalized. A more detailed breakdown will be given at the next presentation of the accounts.

Area C2 Director Liz Doubtfire asked about expenditure under 'Speech Contests'. No expenditure had been budgeted but some money had been spent.

DD Kathryn Duncan explained that the indications had been that all contests would be held in the second six months but some contests had been held before Christmas. There will be more budgeted in the second half of the year. Also, the amount allocated to 'Speech Contests' by Toastmasters International is only enough for the District Contests, so expenditure on speech contests is spread across categories.

IPDD David O'Brien noted that expenditure in the category 'Club Growth' was only \$45.79. He asked if this was because bills had not come through.

DD Kathryn Duncan said he was correct: bills had not yet come through. Also, there was a glitch getting the bank account running properly, which had delayed expenditure in the 'Club Growth' category.

IPDD David O'Brien noted that the 'Education and Training' category was about \$800 underspent. Are there plans for expenditure in this category?

PQD Glen Pearce said there were plans: Divisions could get support to run an in-person training event.

| | |
|----|---|
| | <p>IPDD David O’Brien noted that ‘Administration’, ‘Food and Meals’ and ‘Public Relations’ were all significantly underspent. Are there plans to move some of that money to a different category, e.g. ‘Marketing’?</p> <p>DD Kathryn Duncan said that there definitely are plans to spend the money. The Trio wants to make sure they are giving members the best that they can. If money is not spent in an existing category we can shift it to another.</p> <p>IPDD David O’Brien asked if DD Kathryn Duncan was aware that variances from budget have to be accounted for to Toastmasters International?</p> <p>DD Kathryn Duncan said that she was.</p> <p>Div D Dir Celina Templeman asked for clarification regarding the Division events mentioned by PQD Glen Pearce. Would an event to prepare incoming club officers for their new roles be supported?</p> <p>DD Kathryn Duncan said that such an event would be considered but the idea was to support events that might bring in membership. For example, one suggestion was a comedy night that would be open to the public.</p> <p>There was no further discussion.</p> |
| 14 | <p>Committee Reports</p> <p>14.1 District Realignment Committee Report</p> <p>DD Kathryn Duncan asked PQD Glen Pearce to present the report of the District Realignment Committee.</p> <p>PQD Glen Pearce thanked the members of the committee, David Templeman, Joy Ackrill, Kayleen Gilder and Leanne Fox, for their efforts in compiling the report, which is available on the District 72 website. .</p> <p>The report is open for discussion. PQD Glen Pearce thanked all those who had provided feedback or joined the Zoom call. There will be three more Zoom calls to discuss the report. He encouraged everyone to read the report, discuss it with their clubs and provide feedback. The discussion is open until 2 April. Written feedback is preferred.</p> <p>On behalf of the District Realignment Committee, PQD Glen Pearce moved that their report be received.</p> <p>DD Kathryn Duncan opened the report for discussion. She explained that, in the interest of time, each speaker would be limited to two minutes and explained that if</p> |

| | |
|----|--|
| | <p>people had already attended one of the alignment Zoom calls then their thoughts had already been noted and there was no need to restate them at this meeting.</p> <p>IPDD David O'Brien asked when the finalized report, taking submissions into account, would be ready.</p> <p>PQD Glen Pearce said that the final report would be available shortly after submissions close on 2 April and would be on the website shortly after that.</p> <p>PQD Glen Pearce reiterated his request for people to discuss the Realignment Report with their clubs to ensure that everyone knows about it and has the chance to express their views.</p> <p>There was no further discussion.</p> <p>DD Kathryn Duncan thanked PQD Glen Pearce and the Realignment Committee for their work and encouraged everyone to send their feedback to the committee.</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 On behalf of Division G Director Moumita Jaminder, Area G3 Director Kathleen Palmer moved that the Division G report be received as published.</p> <p>15.5 Division J Director Report On behalf of Division J Director Murray Ingram, Area G2 Director Siân Farr moved that the Division J report be received as published.</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> |

15.8 Program Quality Director Report

PQD Glen Pearce moved that his report be received as published.

15.9 Immediate Past District Director Report

IPDD David O'Brien moved that his report be received as published with the following verbal update: the District Leadership Committee intends to have all interviews completed by the third week in March and their report will be published.

15.10 District Director Report

DD Kathryn Duncan moved that her report be received as published.

Motion: that all the senior officers' reports, except the Finance Manager's report, be received.

Moved: PQD Glen Pearce

Seconded: CGD Mary Jaksch

Voting by Zoom poll

94% agree. (For: 16, Against:0, Abstain: 1)

The motion is carried.

DD Kathryn Duncan opened the reports for discussion.

PRM Kath Cherrie queried IPDD David O'Brien's use of the abbreviation DLC in his verbal update. IPDD David O'Brien explained that DLC stands for District Leadership Committee, which is the committee that interviews candidates for senior leadership positions within the District.

Div D Dir Celina Templeman asked IPDD David O'Brien whether the District Leadership Committee report would be with the District Director the required six weeks before the District Council Meeting. IPDD David O'Brien said that the timing of interviews had been set with this in mind.

Area D1 Dir Louise Landess asked whether the verbal updates of the Division Directors' reports were an appropriate place to mention, for example, that Area Contests had been held.

Div D Dir Celina Templeman said that her report reflected the situation at the time it was written. DD Kathryn Duncan said that saying holding an Area Contest would be an update but it was not correct at the time the report was written.

Area D1 Dir Louise Landess then asked when the information about Area Contests would be captured and reported on. District Parliamentarian David Templeman said that what was included in the verbal updates were substantial items such as a new club chartering or a member achieving their DTM.

Area D1 Dir Louise Landess commented that not including Area Contests in the verbal updates was dismissive of the work done by her and her team in organising

| | |
|----|--|
| | <p>the Area D1 Contests and asked if there was some way of recognising their efforts. Div D Dir Celina Templeman said that she would be updating the Area contests in her next report. She felt that it was unfair to single out those area directors who had already held contests when some would not have done so.</p> <p>There was no further discussion on the reports.</p> |
| 16 | <p>Administrative Procedure Amendment CGD Mary Jaksch moved that , effective immediately, District Administrative Procedure A1.2 be amended to</p> <ul style="list-style-type: none"> (i) Strike out the words “Immediate Past District Director” (ii) Strike out the number “35” and replace it with the number “28”. <p>Seconded: PRM Kath Cherrie</p> <p>DD Kathryn Duncan opened the motion for discussion.</p> <p>IPDD David O’Brien said that removing the Immediate Past District Director from the list of those required to prepare a report for every District Executive Committee meeting was a positive development as the IPDD does not have much to report on. The IPDD is required to report to the District Council.</p> <p>There were no objections so the motion is accepted.</p> |
| 17 | <p>General Business</p> <p>There was no general business.</p> |
| 18 | <p>Announcements</p> <p>The next meeting will be a District Executive Committee Hybrid Meeting to be held online on Friday 12 May 2023 at 1.30pm. The location for the in-person meeting will be a meeting room at the Angus Inn, Lower Hutt, in conjunction with the May conference.</p> |
| 19 | <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 8.02 pm.</p> |

Appendix 1: Attendance District 72 Executive Committee meeting 24 February 2023

District Director - Kathryn Duncan
Program Quality Director - Glen Pearce
Club Growth Director – Mary Jaksch
Immediate Past District Director - David O’Brien
Public relations Manager – Kath Cherrie
Administration Manager – Esther Haines

Division C Director – Kayleen Gilder
Division D Director – Celina Templeman
Division E Director- Erik Roeper

Area Directors:

C1 – Graeme Hunt
C3 – Liz Doubtfire
C4 – Glenys Forsyth
D1 – Louise Landess
D4 – Leonie Wilkinson
D5 – Lisa Coppins
G2 - Siân Farr
G3 – Kathleen Palmer

Also present:

District Parliamentarian – David Templeman
Judy Love representing the Lower Hutt May Conference Committee