

Toastmasters International
District 72 Executive Committee Hybrid Meeting
Airport Gateway Motel, Christchurch and on Zoom
Friday 15 September 2023, 7.00 PM

See Appendix 1 for members present

1	<p>Call to order and welcome District Director (DD) Glen Pearce called the meeting to order at 7.00 pm and welcomed all present.</p>
2	<p>Notice of Hybrid Meeting Administration Manager (AM) Esther Haines read the notice of the hybrid meeting.</p>
3	<p>District Mission Statement and Core Values Program Quality Director (PQD) Mary Jaksch read the District Mission Statement and Core Values.</p>
4	<p>Speaking Rights DD Glen Pearce stated that only District Officers have speaking and voting rights. District Officers include:</p> <ul style="list-style-type: none"> all Area Directors (AD) all Division Directors (Div. Dir.) District Administration Manager (AM) Esther Haines District Finance Manager (FM) Sheryl Ryan Club Growth Director (CGD) Kayleen Gilder Programme Quality Director (PQD) Mary Jaksch Immediate Past District Director (IPDD) Kathryn Duncan District Director Glen Pearce <p>Under Toastmasters International (TI) Policy DD Glen Pearce extended speaking rights to:</p> <ul style="list-style-type: none"> David Templeman, District Parliamentarian Tim Law, District Technical Support Bailey Wood, District Technical Support Nicola Green, Voting Manager <p>DD Glen Pearce asked online participants wishing to speak raise their hand virtually and wait to be acknowledged and in-person participants to stand-up, come to the microphone and wait to be acknowledged. He reminded speakers to clearly state their name and role before speaking and to speak clearly so that you are audible to both AM Esther Haines and him.</p> <p>DD Glen Pearce reminded participants that the meeting is being recorded. The recording will not be shared and will only be used for preparation of the minutes.</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 a majority of executive members. The executive currently has 6 Senior Officers, 4 Division Directors and 13 Area Directors making a total of 23 members. The quorum is 12 members.</p> <p>DP David Templeman confirmed there were 21 Executive members present and we do have a quorum.</p>
6	<p>Apologies</p> <p>AM Esther Haines moved that the apologies as recorded in the electronic apologies book be accepted.</p> <p>Seconded: Div D Director Reuben Painter</p> <p>There were no objections so the motion is adopted.</p>
7	<p>Changes to and confirmation of Agenda and Additional Items</p> <p>DD Glen Pearce asked if there were any items that needed to be added to the agenda.</p> <p>DD Glen Pearce announced that Item 15.1 will be a report from the Dunedin Conference Team.</p>
8	<p>Minutes of the District 72 District Executive Committee Meeting held on 9 July 2023</p> <p>The minutes of the 9 July 2023 District Executive Committee online meeting have been circulated.</p> <p>DD Glen Pearce asked for corrections to the minutes.</p> <p>There were no corrections.</p> <p>DD Glen Pearce asked for objections to the minutes being adopted.</p> <p>There were no objections so the minutes of the District 72 Executive Committee Meeting held on 9 July 2023 were adopted.</p>
9	<p>Matters arising from the minutes 9 July 2023</p> <p>There were no matters arising from the minutes.</p>
10	<p>Correspondence</p> <p>DD Glen Pearce asked AM Esther Haines to bring any items of correspondence concerning issues that need to be addressed by the District Executive.</p> <p>AM Esther Haines reported that she had received no correspondence relating to this meeting.</p>

11	<p>Urgent Business</p> <p>11.1 Confirmation of District Officer Resignations: DD Glen Pearce reported that he has received no resignations from District Officers since 9 July 2023.</p> <p>11.2 Confirmation of Officer Appointments: DD Glen Pearce announced he had made one appointment since the District Executive Committee on 9 July, that of Area G6 Director Katina Beauchamp.</p> <p>Motion: That Katina Beauchamp’s appointment as Area G6 Director is accepted. Moved: Division G Director Terry Cave Seconded: CGD Kayleen Gilder</p> <p>Voting by the voting platform.</p> <p>The motion is carried.</p> <p>11.3 Confirmation of New Clubs into Areas DD Glen Pearce reported that no new clubs have chartered to date.</p>
12	<p>Financial Report</p> <p>FM Sheryl Ryan presented the District 72 Financial Report for the period 1 July 2022 to 30 June 2023 and highlighted the following points under Revenue & Expenditure:</p> <ul style="list-style-type: none"> - We made a deficit, with expenditure exceeding income and a variance to budget (\$7,318). - The biggest overspends compared to budget were Club Growth \$3,351, Conference \$2,308, Lodging \$2,266 and Travel \$2,130. - Membership Revenue was below budget by (\$2,401). - The reduction in membership revenue was offset by conference income being \$3,330 higher than budget. - Other Revenue was below budget by (\$2,600) mainly due to a historic District Service Charge Refund correction. <p>She also highlighted the following points under the Statement of Financial Position:</p> <ul style="list-style-type: none"> - Total assets \$55,633. - Not much in the way of liabilities. (Most of the liabilities are outstanding cheques from ten or more years ago.) - Net assets \$54,946. - Biggest change in equity position is that Toastmasters International have reduced the District Reserve by \$27, 835 to be used for wider organizational purposes in accordance with Protocol 8.4 3B. <p>Sheryl also pointed out that Toastmasters International had told her on 14 September that she could now run the June reports.</p> <p>FM Sheryl Ryan moved that that the Audited District Financial Report for period 1 July 2022 to 30 June 2023 be received.</p>

Seconded: IPDD Kathryn Duncan

DD Glen Pearce opened the report for discussion.

Area J1 Director Roger Hynd had two questions:

1. How is the deficit funded?
2. What has been achieved with the Club Growth and Marketing spend?

IPDD Kathryn Duncan explained that the 2021-22 financial year had been underspent so that the surplus from 2021-22 could be used to offset the deficit incurred in 2022-23. This means that the overspend does not impact on the 2023-24 year.

PQD Mary Jaksch explained that the overspend on Club Growth was due to it being cheaper to print the new Visitors Booklet in bulk, which will save costs in subsequent years.

Area C6 Director Kath Cherrie asked whether members of District 72 should be concerned that their equity had dropped by nearly 50%.

IPDD Kathryn Duncan explained that there was no cause for concern as the reduction in equity largely came from the Toastmasters International Reallocation from the District Reserve, which does not form part of the operating budget.

District Parliamentarian David Templeman indicated that Toastmasters International are likely to continue reallocation funds from the District Reserve until it falls within the limits specified in the governing documents, He also pointed out that the rules of Toastmasters International require that a deficit in one year must be carried over to the next year so, in general, it is important that expenditure not exceed income.

There was no further discussion.

FM Sheryl Ryan moved that that the **Audited District Financial Report for period 1 July 2022 to 30 June 2023 be adopted.**

Seconded: Area J3 Director Karen Hoyland

There was no objection so the motion is adopted.

12.2 District Audit Committee Report

IPDD Kathryn Duncan presented the Audit Committee report on behalf of Joy Ackrill, the District Audit Committee Chair:

The District Audit Committee is responsible for reviewing and substantiating whether District funds have been spent in accordance with the mission and governing documents of Toastmasters.

The audit for the 12 months ended 30 June 2023 was completed in August 2023. The committee verified that all expense claims were appropriately approved with supporting documentation and is satisfied there was no unauthorised use of funds. The District financial reports accurately reflect District income and expenses.

The committee found some authorised expenses did not fully comply with Protocol 8.4: District Fiscal Management section 8. Other District Expenses. These expenses related to conferences and training. The total cost was \$1637.

These expenses were discussed with the District Director and explanations were provided. While each expense had been considered (and in one case the expense was seen as offsetting a saving), the District Audit Committee reminds District Executive Committee members of their obligations to appropriately manage expenses of this kind and comply with all Toastmasters International fiscal protocols.

Toastmasters WHQ Audit Committee Guidelines have been fully complied with for the year to 30 June 2023. An audit was not completed in line with NZ auditing standards as there is no requirement to do so.

I thank the District Audit Committee of Diane Stempa DTM PDD and Tania Sales DTM for their commitment to performing this audit during challenging times. I also thank District Finance Manager, Sheryl Ryan, for the way the financial records were presented. It helped the audit process immensely.

Joy Ackrill DTM PDG
District Audit Committee Chair

IPDD Kathryn Duncan moved that the report of the District 72 Audit Committee be received.

DD Glen Pearce opened the report for discussion.

District Parliamentarian David Templeman asked if IPDD Kathryn Duncan could tell us more about the irregularities reported by the Audit Committee.

IPDD Kathryn Duncan responded that the expenditure was in three categories:

1. Gifts given for judging in place of venue costs.
2. Gifts given at the Lower Hutt conference, which we recognise were excessive.
3. Costs for materials for training supplied by a partner company of the trainer, who is a Toastmaster. Kathryn mentioned that she felt the training was the best value training she had ever been to.

There was no further discussion.

12.3 District 72 Budget

FM Sheryl Ryan presented the District 72 Budget for the period 1 July 2023 to 30 June 2024 and highlighted the following points:

- Toastmasters International Budget Limits: Toastmasters International limits the expenditure in particular categories to a fixed percentage of the total budget. In particular, the Travel category is limited to 25% of the total budget. This year our Travel expenditure is budgeted to be 34.1% of the total budget. Toastmasters International has approved an exception to the policy for District 72 this year. Marketing outside Toastmasters has a required minimum of 5% of total budget. We have budgeted a slightly higher figure of 7.5%. The conference budget nets to zero as required by policy.
- Revenue: Membership revenue has been set by Toastmasters International at \$60,443 up \$1,901 from 2022-23. Conference Revenue is budgeted to be higher than last year.
- Expenditure: significant increases from last year include the conference expenditure and travel, significant decreases from last year include Education and Training and Recognition.
- Area and Division Expenses: the revised budgets for Area and Division Contests are Divisions C and J: \$650 each and Divisions D and G: \$850 each. Trophy engraving comes out of a different budget.

FM Sheryl Ryan moved that move that the District 72 Budget 2023-2024 be received. Seconded: Division G Director Terry Cave

DD Glen Pearce opened the District 72 Budget 2023-24 for discussion.

Area J1 Director Roger Hynd had two questions:

1. Why is the increase in the membership dues allocation from Toastmasters International only \$2000 compared to 2022-23 when the dues paid by members have just increased by 33%?
2. The increase from around \$16,000 to over \$27,000 in the conference budget is too big.

DD Glen Pearce explained that he is working with Toastmasters International on the District Membership Dues Allocation. Part of the reason for the smaller than expected increase is that many members took advantage of paying their 1 October to 31 March dues at the old rate by paying before 31 July.

Conference Treasurer Esther Haines explained that the revenue for the conference was higher because the venue expenses were higher. The Conference Committee is aware of the risks but the conference will be affordable. Much of the increased cost

comes from the Friday night activities, which are rather different from previous conferences.

Area C6 Director Kath Cherrie asked what Education & Training is likely to not happen this year because the Education & Training budget has decreased.

FM Sheryl Ryan said that whereas there had been three rounds of District Officer Training in 2022-23, one of these rounds would be replaced by online training.

PQD Mary Jaksh confirmed that some training would be online and pointed out that this would not only be more cost effective but would also be better targeted.

There was no further discussion.

Motion: that the District 72 Budget 2023-2024 be approved.

Moved: Area C6 Director Kath Cherrie

Seconded: PQD Mary Jaksch

DD Glen Pearce: It has been moved and seconded that the District 72 Budget 2023-2024 be approved.

Voting via the electronic platform.

For: 17

Against: 1

Abstain: 0

The motion is carried.

The following asked for their 'No' vote to be recorded:

Area J1 Director Roger Hynd

12.4 Budget for the Dunedin District Conference

AM Esther Haines (Dunedin Conference Treasurer) presented the Dunedin Conference Budget. She highlighted that the budget is required to net to zero so income has to equal expenditure and that the most significant expense was room rental, but pointed out that some of the room rental costs could be removed if not enough people signed-up.

Esther Haines moved that the Dunedin 2024 Conference Budget be received.

Secunder: Area C4 Director Glenys Forsyth.

David Templeman, District Parliamentarian pointed out that both Toastmasters International and the District have clear guidelines that reports must be on the District website 14 days before a meeting so that people can read them and formulate questions.

Harry Fox, Area D5 Director, asked what was the number of attendees this budget is based on.

Esther Haines: 100

CGD Kayleen Gilder asked how the sum of \$27,978.26 was obtained.

Conference Treasurer Esther Haines explained that it was obtained by adding up known fixed costs, principally, venue hire, and variable costs, such as food, where the cost per person is known, plus estimates for the costs of printing the programme, conference bags etc. She further explained that she had obtained the 2023 Conference budget from the 2023 Conference Treasurer, Philip Smith, and updated the figures.

David Templeman, District Parliamentarian, expressed his concern that not enough detail was available about costs to participants to convince them that they wanted to come and that the budget was not ready to be presented to the District Council on Sunday.

Area J1 Director Roger Hynd claimed that the conference cannot be made to work with these figures. An attendance of 100 cannot pay for expenses of \$27,978.

Conference Treasurer Esther Haines explained that the Early Bird rate for the conference only was \$140. Adding extras, like the Friday night activity, Saturday lunch and the Dine & Dance add significantly to the cost.

Area D5 Director Harry Fox asked how members would be encouraged to attend online and what the costs would be, in particular, in relation, to the contests.

Conference Treasurer Esther Haines said they had budgeted for a total of 15 people attending online.

DD Glen Pearce explained that the \$70 cost of online registration for the Lower Hutt Conference was due to additional equipment that needed to be purchased.

Area J2 Director Marty Pilott stated that he did not believe a more expensive conference could be funded from the same number of people and that the Conference budget should have been available earlier so that people could see it.

Division D Director Reuben Painter asked if the spreadsheet would be sent out so that we could all look through it.

David Templeman, District Parliamentarian, explained that if the Conference budgeted was not accepted then another DEC meeting would have to be held and the spreadsheet would have to be circulated 14 days before that DEC meeting.

IPDD Kathryn Duncan asked if discussion of the Conference budget could be removed from the District Council meeting agenda.

	<p>David Templeman, District Parliamentarian, explained that the Conference Budget is not up for discussion at the District Council meeting as the Governing Documents say that it is approved by the DEC. However, the conference revenue and expenditure are in the District budget, which does have to be approved by the District Council.</p> <p>FM Sheryl Ryan said that Esther had done a wonderful job making sense of some challenging information. Communications from the conference chair show a lack of clarity regarding Toastmasters International and District requirements. She feels quite strongly that there has been a disconnect of understanding of timeframes, of what is required, by whom and by when, that people have assumed that somebody else is doing something, without realising that they should be doing it.</p> <p>Conference Treasurer Esther Haines strongly advised anyone thinking of running a conference to get their bid ready in time for the May District Executive Committee meeting and District Council Meeting to reduce the time pressure.</p> <p>Conference Treasurer Esther Haines moved that the Dunedin 2024 Conference Budget be approved. Seconded: Area C3 Director Marie Fox</p> <p>Yes: 52% No: 34% Abstain: 0 Not submitted: 13%</p> <p>The motion is carried.</p> <p>The following asked for their 'No' vote to be recorded: Area J1 Director Roger Hynd</p>
13	<p>Senior District Officer Reports</p> <p>13.1 Division C Director Report Division C Director Lisa Coppins moved that her Division C report be received as published.</p> <p>13.2 Division D Director Report Division D Director Reuben Painter moved his report be received, with the following verbal updates: there is a new club starting up and the Division is planning a contest workshop in late October.</p> <p>13.3 Division G Director Report Division G Director Terry Cave moved his report be received as published.</p> <p>13.4 Division J Director Report</p>

	<p>Area J1 Director Roger Hynd moved that Division J Director Jacqui Blackwell's report be received as published.</p> <p>13.5 Club Growth Director Report CGD Kayleen Gilder moved that her report be received as published.</p> <p>13.6 Program Quality Director Report PQD Mary Jaksch moved that her report be received as published.</p> <p>13.7 District Director Report DD Glen Pearce moved that his report be received as published.</p> <p>A vote to receive all the Senior District Officer Reports other than the Finance Manager's report was conducted via the voting platform.</p> <p>Carried.</p> <p>DD Glen Pearce opened all the Senior Officers' Reports, other than the Finance Manager's Report, for discussion.</p> <p>There was no discussion.</p>
14	<p>District Contests</p> <p>DD Glen Pearce asked PQD Mary Jaksch to explain the reasoning and present the three motions regarding District Speech Contests.</p> <p>PQD Mary Jaksch explained that we needed to decide whether Area, Division and District contests should be held in hybrid format. The decision made by the DEC is subject to ratification at the District Council on Sunday.</p> <p>PQD Mary Jaksch moved that Area level speech contests for the 2023-24 year be held in a hybrid format. Seconded: Area J4 Director Alan Coventry</p> <p>DD Glen Pearce opened the motion for discussion.</p> <p>Area J1 Director Roger Hynd said that, while he saw merit in Division and District Contests being in hybrid format, in his experience Area Contests are hard enough to organise at the best of times. Hybrid format requires extra effort, time, and trouble, which may, in the end, not be required. Areas are a small, constrained part of the District and Area contests should be in-person. Face to face contests are fairer to judge, easier to judge, fairer to people who turn up and much fairer to people organising the event. He is against the hybrid option at Area level.</p> <p>District Technical Manager Tim Law pointed out that the rules for this year state that whatever is applied must be applied at Area level and above so we cannot have</p>

one format for Area contests and a different format for Division and District contests.

District Parliamentarian David Templeman clarified that the Board of Directors of Toastmasters International had made an exception to the rulebook and the District could choose in-person, hybrid or online for each level separately.

DD Glen Pearce confirmed that this decision was made after the rulebook came out.

Area C3 Director Marie Fox said that she would have been unable to compete through to District level had the hybrid option not been available, as she was working away from home for significant periods of time. In her experience as an Area Director when contests were online, it is easier to get judges and easier for contestants who are away from home, have a mild illness or have childcare commitments. The hybrid option is more equitable and makes it easier to get judges. More people are developing expertise in running hybrid contests and we need to share that expertise. She supports the hybrid option at Area level.

Area J3 Director Karen Hoyland pointed out that one of her clubs is an online club. That club would not be able to participate in an in-person contest leaving only three clubs in their Area Contest. She supports the hybrid option at Area level.

Division D Director Reuben Painter suggested that the District should produce guidelines for running hybrid contests, especially for what technology is required.

Area C6 Director Kath Cherrie spoke in favour of the motion. Because judges can be found from anywhere in the world it is possible to have a higher standard of judging leading to higher standards in our contests.

IPDD Kathryn Duncan spoke in favour of the motion, pointing out that some areas, for example, C6, are geographically large making it difficult to hold in-person events.

Area J2 Director Marty Pilott was not opposed to the motion but wanted rules and guidance about what hybrid is and how to do it successfully.

FM Sheryl Ryan spoke in favour of the motion saying that, due to illness, she would not have been able to be a Chief Judge for a contest had the online option not been available. She acknowledges that the use of technology could be daunting but there was expertise available within the District.

District Parliamentarian David Templeman pointed out that if all contestants choose to compete in-person, judges can still be online. Also, if no one wants to come in online it is effectively an in-person contest even if it is labelled hybrid to meet the rules.

District Technical Manager Bailey Wood pointed out that Toastmasters International has issued guidance on online and hybrid meetings, which is available on the District 72 website.

PQD Mary Jaksch declined her right of reply saying all the points had already been eloquently made.

DD Glen Pearce: It has been moved and seconded that Area level speech contests for the 2023/2024 year be held in a Hybrid format.

Voting via the voting platform.

Yes: 18

No: 1

Abstained: 0

The motion is carried.

PQD Mary Jaksch moved that Division level speech contests for the 2023/2024 year be held in a Hybrid format.

Seconded: Area D5 Director Harry Fox

DD Glen Pearce opened the motion for discussion.

There was no discussion.

DD Glen Pearce: It has been moved and seconded that Division level speech contests for the 2023/2024 year be held in a Hybrid format.

Voting via the voting platform.

Yes: 18

No: 0

Abstain: 1

The motion is carried.

PQD Mary Jaksch moved that District level speech contests for the 2023/2024 year be held in a Hybrid format.

Seconded: Area D5 Director Harry Fox

DD Glen Pearce opened the motion for discussion.

There was no discussion.

DD Glen Pearce: It has been moved and seconded that District level speech contests for the 2023/2024 year be held in a Hybrid format.

	<p>Voting via the voting platform.</p> <p>Yes: 18 No: 0 Abstain: 1</p> <p>The motion is carried.</p>
15	<p>General Business</p> <p>15.1 Dunedin Conference 2024 Report</p> <p>DD Glen Pearce asked Conference Committee member Esther Haines to present the Dunedin Conference 2024 report.</p> <p>Esther Haines: The 2024 District Conference will be held at the Otago Museum in Dunedin from 3 – 5 May 2024. The second and third weekends in May are University graduation weekends when flights and accommodations are difficult to obtain. The conference theme is ‘A Journey through Time’, reflecting both that we will be in the 100th year of Toastmasters and our location in a museum. The conference whakataukī is ‘Kia whakatōmuri te haere whakamua’ (‘I walk backwards into the future with my eyes fixed on my past.’) encapsulating how moving into the future builds on what has gone before.</p> <p>We have confirmed Dr Ian Griffin, Director of the Otago Museum and a noted science communicator, as a keynote speaker.</p> <p>Registration will open in early November. We recommend you book early if you are flying to Dunedin. The early bird rate is \$140, available until 31 January.</p> <p>Esther Haines moved that the report of the Dunedin Conference Committee be received.</p> <p>DD Glen Pearce opened the report for discussion.</p> <p>There was no discussion.</p>
16	<p>Announcements</p> <p>The next meeting will be a virtual District Executive Committee Meeting online on Sunday 25 February 2024 at a time to be confirmed.</p>
17	<p>Close</p> <p>DD Glen Pearce thanked all who had participated in or assisted with the meeting.</p> <p>There being no further business, DD Glen Pearce asked for someone to move that the meeting be closed.</p> <p>Motion: That this meeting be closed.</p>

Moved: Division G Director Terry Cave
Seconded: Area J4 Director Alan Coventry

DD Glen Pearce asked for objections.

There were no objections and the meeting closed at 8.43 pm.

Appendix 1: Attendance District 72 Executive Committee meeting 15 September 2023

Registered Attendance

District Director Glen Pearce
Program Quality Director Mary Jaksch
Club Growth Director Kayleen Gilder
Immediate Past District Director Kathryn Duncan
Finance Manager Sheryl Ryan
Administration Manager Esther Haines

Division C Director Lisa Coppins
Division D Director Reuben Painter
Division G Director Terry Cave
Division J Director Jacqui Blackwell

Area C3 Director Marie Fox
Area C4 Director Glenys Forsyth
Area C6 Director Kath Cherrie
Area D2 Director Rose Kerin
Area D4 Director Peter Simmonds
Area D5 Director Harry Fox
Area D6 Director Jude Spencer
Area G4 Director Ron Blackwell
Area G6 Director Katina Beauchamp
Area J1 Director Roger Hynd
Area J2 Director Marty Pilott
Area J3 Director Karen Hoyland
Area J4 Director Alan Coventry

Also present:

District Parliamentarian David Templeman
District Technical Support: Tim Law and Bailey Wood
Voting Manager: Nicola Green