**TOASTMASTERS DISTRICT 73 – DISTRICT EXECUTIVE MEETING**

**MINUTES OF MEETING
Saturday 8 September 2017 – 1:30 – 5:00pm**

 Nurses Memorial, 431 St Kilda Rd, Melbourne

**Timer:** Karl Hughes

**1:30pm** **CALL TO ORDER**: **Logistics Manager – Tracy Green**

**1:33pm** **WELCOME AND DECLARE MEETING OPEN: Elizabeth Allwood DTM**

* The District Director welcomed fellow Toastmasters at the meeting, the Leadership Committee and acknowledged the tremendous efforts by past District Directors including Judith Talanoa, Bruce Hill and Christine Dimitros.
* Before the meeting started, the Director reminded all the estimated close time of the meeting.

**1:35pm** **NOTICE OF CONVENING THE MEETING:** **Mirella James**

Pursuant to notice given on 8 August 2017, this meeting is the District Executive Committee Meeting of District 73 Toastmasters, being held today 8 September 2018, 1:30pm, at the Nurses Memorial. Those with voting privileges at this meeting are: Division and Area Directors, the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, and Immediate Past District Director.

The business to be transacted at today’s meeting is as listed in the agenda, the primary purpose being:-

* + To hear reports from district leaders, including financial reports;
	+ To adopt the district budget;
	+ To address the motions on notice; and
	+ To address any other general business.

**1:37pm INTRODUCTORY REMARKS – Elizabeth Allwood DTM District Director**

Today’s meeting will be conducted in accordance with Renton’s Rules.

I invite you to participate in today’s meeting. To assist you to successfully participate, and ensure our meeting runs efficiently, I now call upon District Parliamentarian, Jacqueline Bignell, to inform us of today’s meeting protocol and procedures.

**1:42pm MEETING PROTOCOL AND PROCEDURES – District Parliamentarian Jacqueline Bignell**

If you wish to address the meeting for any reason, please stand to gain the attention of the Chair. The Chair will address you. Announce your name and the role for which you hold a vote. All comments and questions must be addressed to the Chair.

**1:44pm CREDENTIALS REPORT (certification of quorum) – District Parliamentarian Jacqueline Bignell**

Our District Parliamentarian, Jacqueline Bignell, presented the Credentials Report as follows:

*To be considered a quorum, the Committee meeting needs the presence of sufficient members who are able to cast 27 votes. The District Parliamentarian announced we had members able to cast 32 votes and declared we had a quorum.*

***Motion: That the Credentials Report be adopted***

Moved by Jacqueline Bignell

Seconded by: Tracy Green, Public Relations Manager

The motion was CARRIED

**1:46pm** **SUGGESTION OF PROCEDURAL MOTION TO RATION SPEAKER DEBATING TIME**

EA: “In order to increase the efficiency of today’s meeting, I suggest time limits be applied to the debating time of each speaker. If this is acceptable, I ask for someone to move, ‘That time limits of 4 minutes for the mover and 2 minutes for other speakers and the mover in reply be applied to the debating time of each speaker.”

***Motion: That time limits of 4 minutes for the Mover and 2 minutes for other speakers and the Mover in reply be applied to the debating time of each speaker be adopted***

Moved by: Vince Camilleri M21 Divisional Director

The motion was CARRIED

During the debates today, the Mover will receive a: Green light at 2 minutes; Amber light at 3 minutes; Red light at 4 minutes

All other speakers and the Mover in reply will receive a: Green light at 60 seconds; Amber light at 90 seconds; Red light at 2 minutes

When the red light appears, you are permitted to finish any sentence or paragraph, which you commenced when the time limit was reached. If you go over that time you will receive applause, which indicates it is time to be seated.

**1:47pm ADOPTION OF AGENDA – Elizabeth Allwood DTM**

The Agenda was distributed with the following addition: a new item *Club Extension Chair (Vic/Tas) Report*  to be added to the DEC Booklet.

***Motion: That the Agenda, as amended be adopted to include the Club Extension Chair (Vic/Tas) Report***

Moved by Sue Pederick

Seconded by: Darren Fleming

The motion was CARRIED

**1:48pm APOLOGIES – District Administration Manager Mirella James**

The following Apologies were noted at this meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Louise Risley | Subramaniam Ramasul | Andrea Palmer | Bernadette McPhee |
| Judith Talanoa | Beppy Gollan | Duart McLean | Danielle Jones-Resnick |
| Kelly Vieira | Mal Rogers | Bob Stanford | Fiona Mundy |
| Noel McDonald | Barbara Rinderer | Chelsea Fong | Gamini Balasooriya |
| Laura Guillaume | Fran Dishon | Brendan Flood | Shelagh Brunskill |
| Robyn O’Donnell  | Holly Buykx | Wendy Upasana | Tiffaney Duong |
| Travis Finlayson  | Peter Cesco  | Catherine MacGillivray | Vivien Ellard |
| Sharon Wallis | Thaddeus Mangalino | Cindy Wu |  |
|  |  |  |  |
|  |  |  |  |

***Motion: That the Apologies as listed be adopted***

Moved by Darren Fleming

Seconded by: Michelle Smith

The motion was CARRIED

**1:51pm MINUTES AND MATTERS OF PREVIOUS DISTRICT EXECUTIVE MEETING APRIL 7, 2018**

The Minutes of the last meeting of the District Executive meeting held 7 April 2018 had been distributed by the District Administration Manager, Mirella James. The minutes were confirmed as true and accurate.

***Motion: That the Minutes of the District Executive Meeting dated 7 April 2018 be adopted***

Moved by David Hughes

Seconded by: Rajiv Bhide M21 Director

The motion was CARRIED

**1:53pm MATTERS ARISING FROM THE MINUTES OF THE LAST DISTRICT EXECUTIVE MEETING**

There were no matters arising from the Minutes of the last District Executive Meeting.

**1:55pm CORRESPONDENCE - District Administration Manager Mirella James**

The District Administration Manager Mirella James presented the inwards and outwards correspondence list. It was noted the list was incomplete.

***Motion: That the Inwards/Outwards Correspondence List be adopted***

Moved by Mirella James

Motion moved by John Haynes to not adopt an incomplete list

Motion moved by Alan Lim to have only ‘important correspondence’ listed and adopted

Motion moved by Darren Fleming to adopt the inwards/outwards correspondence as listed in the booklet

***New Motion:* *That the Inwards/Outwards Correspondence as listed in the booklet be adopted***

The motion was CARRIED

**MATTERS ARISING FROM CORRESPONDENCE**

EA – “If any actions are required from the correspondence, then appropriate motions can be moved now. Are there any motions required?” *(Questions can be asked; motions can be moved.)*

**1:59pm DISTRICT DIRECTOR REPORT – Elizabeth Allwood DTM**

The District Director provided the Committee with some ‘learnings’ from the Toastmasters International Convention she had recently attended (which included carrying the flag which she was honoured to do). These learnings included:

* The invaluable meeting and network opportunities the International Convention brings;
* Not muddying the Toastmasters brand;
* The importance of building sustainable clubs;
* The importance of creating a strategic plan for the District, not a ‘year by year’ approach

***Motion: That the District Director Report be adopted***

Moved by Elizabeth Allwood

Seconded by: Tracy Green

The motion was CARRIED

**2:02pm DISTRICT OFFICER LEADERSHIP APPOINTMENTS – Elizabeth Allwood DTM**

 I have appointed a number of District Leadership roles, as tabled in the September 2018 District Executive Meeting website.

***Motion: “That the District Officer Leadership appointments, as tabled in the September 2018 District Executive Meeting Booklet, Page 23, be adopted.”***

Seconded by: Claire Mehtonan

The motion was CARRIED

**District Leadership Team:**
Elizabeth Allwood DTM –District Director Vicki Travers DTM – Club Growth Director
Tracy Green DTM – Public Relations Manager Mirella James – Administration Manager

Phil Kaufman – Finance Manager Parliamentarian – Jacqueline Bignell

**Divisional Directors:**

David Hughes – Bass Michelle Smith – Central

Tiffaney Duong – Eastern Alan Lim – Inner City

Yvonne Gluyas – Metro Clare Mehtonen – Northern

Justin Shumack – Ranges Danielle Jones-Resnick – Southern

**Area Directors:**BASS Francine Dishon – B1, TBC – B2, Brendan Flood – B3, TBC – B4, Mala Sivakumaram – B5,

CENTRAL Matthew Welsh – C7, Beppy Golan – C8, Duarte McLean – C9, Shelagh Brunskill – C10, Darren Fleming – C11, George Spartalis – C12, Pamela Kean – C13,

EASTERN Thaddeus Mangalino – E14, Cindy Wu – E15, Noel McDonald – E16, Barbara Rinderer – E17,

INNER CITY John Haynes – I46, Fiona Mundy – I47, TBC – I48, Vijay Kumar – I49, Holly Buykx – I50,

METRO Karina Skegg – M20, Raj Bhide – M21, Craig Renfrey – M22, Xiang Xing Chin – M23, Louise Risely – M4

NORTNERN Liz Alcock – N27, Subbu Ramasubramaniam – N28, Andrea Palmer – N29, Sharon Wallis – N30, Vince Camilleri – N31

RANGERS Gamini Balasooriya – R34, Jos Vandersman – R35, Kelly Vieira – R36, Bernadette McPhee – R37

SOUTHERN Laura Guillaume – S39, Graeme Bond – S40, Vivien Ellard – S41, Robyn Bavati – S42

**Extended Team:**Logistics Manager – Robyn O’Donnell Webmaster – Malcolm Brown

Newsletter Editor – Hilly Buykx Communication Manager – Wendy Upasana

Club Extension Chair – Bruce Hill DTM Club Coach Co-ordinator – Donna Summers

District Contest Co-ordinator – TBA Youth Leadership Co-ordinator (VIC/Tas) – Kelly Vieira

Youth Leadership Co-ordinator (SA) – Mal Rogers

Speechcraft Co-ordinator VIC/TAS – Maribel Steel

Speechcraft Co-ordinator SA – Bob Stanford

Training & Education Co-ordinator VIC/TAS – Travis Finalyson (recently resigned; newcomer Karl Hughes)

Training & Education Co-ordinator SA – Giordana Cross

Annual Convention Chair – Catherine MacGillivray

District Leadership Committee Chair – Christine Dimitros

**2:05pm YEAR END DISTRICT AUDIT REPORT – Grant King**

Grant King presented the Year End District Audit Report and commended Christine Dimitros for the thoroughness and transparency of the financial reports even though it was incomplete. The Auditor could only confirm he had received the Year End Audit Report.

Vince Camilleri spoke against the motion and noted a point of Order that the Financial Report should be tabled rather than received.

*Response* Report can still be received even if incomplete

Graham Bond also spoke against and suggested that the Financial Report be adopted as an ‘interim’ Financial Report

Vince Camilleri preferred the word ‘draft’ be inserted rather than ‘interim’

Question: Why are financials not approved by the Auditor?

*Response* There was no access to the Profit & Loss Statement at the time of the audit, therefore the audit is incomplete.

***Motion:*** ‘***That the Year End Audit Statement be received’***

Moved by Grant King

Seconded by: Sue Pederick

The motion was CARRIED

**2:07pm DISTRICT FINANCE REPORT – Phil Kaufman**

Phil covered his new role as Finance Manager and responded to a number of queries regarding the Finance Report:

Graeme Bond - queried the black bars across some line transactions noted in Accounts (see Appendix A)

*Response*  *- they were only showing bank fees*

John Hayes - suggested figures be reviewed as they do not add up as per the Transaction Account Summary page

Darren Fleming – sought a point of clarification with regards the recurring $5,000 deducted for the Bayview Eden

*Response – monies were to cover venue fees, members’ accommodation, dinner fees and there was a limit of $5000 per day*

As a number of corrections have to be made to the Financial Report, it was noted that the Motion read:

***Motion:* *That the District Finance Report be received’***

Moved by Phil Kaufman

Seconded by: Tracy Green

The motion was CARRIED

**2:10pm REPORTS BY SENIOR DISTRICT OFFICERS**

**2:10pm PROGRAM QUALITY DIRECTOR REPORT– Sue Pederick DTM**

Sue commenced her Report also noting this year’s Toastmasters International Convention and in particular various learnings from Leadership Training. She also acknowledged Liz Allwood recognised in the Hall of Fame booklet and highlighted various proud moments for D73 including the DTMs and Triple Crowns, Pathways engagement, and proposed incentives for 2018/19. Sue also thanked and acknowledged the wonderful work done by Giordana Cross, Karl Hughes, Bob Sandford and Maribel Steel and Catherine MacGillivey as Convention Chair.

***Motion:*** ‘***That the District Program Quality report be adopted.”***

Moved by Sue Pederick

Seconded by: Darren Fleming

The motion was CARRIED

**2:13pm CLUB GROWTH DIRECTOR REPORT – Vicki Travers**

Vicki’s CGD Report also covered some experiences from Toastmasters International Convention particularly networking with others in similar roles, and the importance of the brand. The Club Growth Director also thanked Bruce for his many years leading the Club Coach space. Vicki also noted the various promotions and incentive programs currently taking place.

***Motion: That the District Club Growth report be adopted”***

Moved by Vicki Travers

Seconded by: Tracy Green

The motion was CARRIED

**2:16pm PUBLIC RELATIONS MANAGER REPORT – Tracy Green DTM**

Tracy provide a brief overview of the Past Public Relations Officer, Darrell Pitt and what a sterling job he’d done particularly on the D73 website which Malcolm Brown has now taken over. Her vision for Public Relations is looking at internal club promotion and motivation. See her Report on p15 of the booklet.

***Motion: That Public Relations Report be adopted”***

Moved by Tracy Green

Seconded by: Alan Lim

The motion was CARRIED

**2:19pm DIVISION REPORTS AND EXTENDED DISTRICT LEADER REPORTS**

The Division Reports and Extended District Leader Reports were tabled in the meeting booklet.

***Karina Skegg moved*** ***That the Division Reports and Extended District Leader reports as tabled in the September 2018 district executive meeting booklet be adopted***”.

Seconded by: Justin Schumak

The motion was CARRIED

**2:22pm PRESENTATION OF DISTRICT BUDGET FOR YEAR ENDING 30 JUNE 2019 – Phil Kaufman**

 The District Finance Manager, Phil Kaufman presented the District Budget for year ending 30th June 2019. There was some points of discussion as mentioned below:

|  |  |  |
| --- | --- | --- |
| Item  | Budgetary Concern  | Budget Changes  |
| Area Contest / Club Awards | Trophies are an expensive item Trophies are not true to the brand | Trophies to be replaced with ribbons for Club awards  |
| Bank Fees | Some bank fees noted as high as $300 | Bank preference to be reviewed |
| Speechcraft Courses | Income from Speechcraft courses could be redirected to District  |  |
| D73 financing club level competitions  | D73 is the only District financially supporting Club level activities  | This to be reconsidered as budget is in deficit  |

**2:27pm BUDGET BREAKOUT SESSIONS**

 *Breakout sessions was not required as the Committee had an open forum discussion with points noted in the above table .*

**2:52pm BUDGET DISCUSSION (All)**

**3:07pm PRESENTATION OF DISTRICT BUDGET MOTION: – Phil Kaufman**

 I now call upon the District Finance Manager, Phil Kaufman, to move the District Budget motion.

 ***Motion: That the District Budget for Year Ending 30 June 2019 be adopted”***

 Moved by Vicki Travers

 Seconded by: Tracy Green

 The motion was CARRIED

**3:12pm AFTERNOON TEA (BREAK FOR 10 MINUTES)**

**3:22pmGENERAL BUSINESS (IF REQUIRED)**

 We now come to General Business. The first item for consideration is:

 **1.0 Matters arising from the minutes of the last meeting.**

 Item #1.1

 Item #1.2

 Item #1.3

**3:32pm MOTIONS ON NOTICE**

 No motions on Notice were debated.

**3:52 pm NOTICES OF MOTIONS** *[2.45, p21];*

 ***Motion: That the District 73 2018/19 draft budget be finalised and presented for adoption at the District Council Meeting on 23 September 2018.***

 **Does anyone wish to speak on the motion?**

**3:59 pm INTRODUCTION: DISTINGUISHED AREA. DISTINGUISHED DIVISION. DISTINGUISHED DISTRICT.**I now call on Program Quality Director, Sue Pederick to share the district’s distinguished area, distinguished, division, distinguished district vision with us.

**4:01 pm BREAKOUT SESSION: DISTINGUISHED AREA. DISTINGUISHED DIVISION. DISTINGUISHED DISTRICT.**We will now breakout into each division to discuss ideas and strategies for making your area and division distinguished.

**4:26 pm GROUP DISCUSSION: DISTINGUISHED AREA. DISTINGUISHED DIVISION. DISTINGUISHED DISTRICT.** (All)

**4:46 pm CENTRAL DISTRICT 2021 CAMPAIGN**

Michelle Smith, to unveil an exciting plan for central division.

**4:53 pm GENERAL ANNOUNCEMENTS** *(Make sure these are timed to 60 seconds)*

 It is now time for announcements. All announcements are to be kept short; you will be given 60 seconds—please don’t use all that time if it is not required. Are there any announcements?

**4:58pm TIME AND PLACE OF NEXT MEETING**

The next DEC will be held on xxxx and the next DCM will be held on Sunday 23rd September 2018.

You will receive more details closer to these dates.

**4:59pm THANK YOU AND ADJOURNMENT** *[2.47, p22];*

 This meeting would not have gone ahead without the help of several people:

* **District Administration Manager:** Mirella James
* **Parliamentarian:** Jacqueline Bignell
* **Timer:** Karl Hughes
* Thank you to my dedicated executive leadership team Sue, Vicki, Tracy, Phil, Christine, and Robyn.

 Thank you for coming and participating today, I now call this meeting closed at \_\_\_\_\_\_\_.