



Toastmasters District 73

Serving Clubs of South Australia,
Tasmania and Victoria

TOASTMASTERS DISTRICT 73 – DISTRICT COUNCIL MEETING

Virtual Meeting Minutes

Sunday 23 September 2018 – 2:00pm – 3:30pm

Sign into Zoom

Call to Order - Robyn O'Donnell
Timer - Christine Dimitros

Review Online Meeting Protocols

Jacqueline Bignell

Jacqueline provided detailed advice on our first virtual meeting which included usual protocols for virtual meetings (eg keeping microphone on mute, chatbox protocols etc) but also went through the need to be registered for this meeting and the voting process as motions had to be tabled and carried during this meeting. The Running Sheet provided to all attendees had all the details.

Attendees were also advised the entire meeting would be recorded and once noted and minutes sent, the record would be destroyed.

The meeting would not stop to correct typo's, incorrect spelling of people's names etc. Those noted should be sent directly to the Administration Manager for updates.

Each motion had a 20 second window for voting and voting would be closed after the 20 seconds. Weight of each attendee's vote depended on the role within Toastmasters Club as noted below. If you are:

Area Director and Club Presidents - 2 votes
Club Presidents and VP Education - 2 votes
Area Directors, Club Presidents and VP Education – 3 votes
An individual can only have a maximum of 3 votes during this meeting

WELCOME AND DECLARE MEETING OPEN

Elizabeth Allwood DTM

Liz declared the meeting open and welcomed everyone to our first virtual meeting. She introduced her virtual team and reminded everyone of the anticipated finishing time for this meeting.

Liz read the District Mission: We build new clubs and support all clubs in achieving excellence and Toastmasters' Core Values: Integrity, Respect, Service, Excellence.

NOTICE OF CONVENING THE MEETING

Mirella James

Pursuant to notice given on 8 September 2018, this meeting is the District Executive Council Meeting of District 73 Toastmasters, being held virtually today 23 September 2018, 2:00pm. 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.



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INTRODUCTORY REMARKS *Introducing the 5-year strategic plan*

Elizabeth Allwood DTM

The meeting was conducted in accordance with Renton’s Rules.

Voting members were asked to click on the voting link in the chatbox and to register the number of votes they were carrying on the day.

Liz also spoke about the 5-year vision for District 73 which includes rebuilding and making D73 stronger with a strong membership base and a strong leadership team. This will be achieved year by year and ongoing discussion around this will be noted during this meeting.

Everyone was encouraged to participate in the meeting. To successfully participate however, and ensure the meeting runs efficiently, the District Parliamentarian, Jacqueline Bignell, was asked to inform everyone of the meeting protocol and procedures.

MEETING PROTOCOL AND PROCEDURES

District Parliamentarian Jacqueline Bignell

Addressing the Meeting

The following details were reviewed for attendees to gain an understanding of the protocols in place for today’s meeting. Further details are also noted below the table.

Second a motion	Press on Raise Hand
Move a motion	Type MM in the chatbox
Move an amendment	Type MA in the chatbox
Ask a question	Type Q in the chatbox
Speak FOR a motion	Type F in the chatbox
Speak AGAINST a motion	Type A in the chatbox
Raise a POINT OF ORDER	Type P in the chatbox

The Chair will address you. Before you speak, always announce your name and the role for which you hold a vote. All comments and questions must be addressed to the Chair.

Motions

Motions are required to discuss items at this meeting.

Apart from the mover of a motion, no-one may speak for or against the motion until the motion has been seconded. One speech on any motion is permitted, except for the mover’s right of reply.

Amendments

An amendment cannot be moved until the motion concerned has been seconded.

Questions

Questions are permitted after a motion has been seconded but not before.

Once the mover has given their right to reply, no further questions are permitted.

Point of order

If you notice an irregularity in the meeting, please type P in the chatbox. The Chair will address you.



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CREDENTIALS REPORT (certification of quorum)

District Parliamentarian Jacqueline Bignell

Jacqueline Bignell was called to present the Credentials Report.

It was noted that a quorum is required to ratify all motions tabled today. That is, one-third of the club presidents and vice presidents education from active member clubs in good standing in District 73. We have 161 clubs in good standing. To achieve a quorum, we need the presence of members able to cast 108 votes.

The meeting had members carrying 103 votes. Jacqueline declared we did not have a quorum.

Given we did not reach a quorum, Liz Allwood noted that in accordance with Article X (c) of the *District Administrative By-laws*, any business transacted at this meeting shall be deemed as valid as if a quorum were present if after this meeting, it is expressly approved in writing, personally, by mail, fax, email, electronic transmissions or other reasonable means by the affirmative vote of a majority of the member clubs in our district on the basis of two votes per club.

The District Administration Manager will write to all Club Presidents and Vice Presidents Education to seek ratification of the decisions made at today's meeting. "

Motion: "That the Credentials Report be adopted".

Seconded by: KIM HARRIS

The motion was CARRIED

SUGGESTION OF PROCEDURAL MOTION TO RATION SPEAKER DEBATING TIME

Liz Allwood noted that to increase the efficiency of the meeting, time limits would be applied to the debating time of each speaker. The time limit being: 3 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 3 minutes for the mover and 2 minutes for other speakers, and the mover in reply, be applied to the debating time of each speaker."

Moved by: NOLA SHARP

Seconded by: Was not required for this procedural motion"

The motion was CARRIED

During the debates today, the Mover will receive a: Green light at 1 minutes; Amber light at 2 minutes; Red light at 3 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.

ADOPTION OF AGENDA

Elizabeth Allwood DTM

The Agenda was adopted by the meeting and no further business was added to the meeting agenda.

Motion: "That the agenda be adopted."

Moved by: KAY MCCARTNEY

Seconded by: GIORDANA CROSS

The motion was CARRIED



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APOLOGIES

Mirella James

Liz Allwood advised a register of Apologies for this meeting had been recorded in the online apologies book, which was being displayed on screen. No further apologies were noted.

The District Administration Manager, Mirella James, moved that the apologies be accepted.

Motion: "That the apologies be accepted"

Moved by: MIRELLA JAMES

Seconded by: SID MENON

The motion was CARRIED

MINUTES AND MATTERS OF PREVIOUS DISTRICT COUNCIL MEETING 19 MAY 2017 (Appendix A)

The Minutes of the last meeting of the District Council meeting of 19 May 2018 was distributed by the District Administration Manager, Mirella James. The minutes were confirmed as true and correct and signed by Liz Allwood, District Director. They form part of these minutes as an **attachment** and are uploaded onto the District 73 site.

The purpose of doing so is to declare the minutes to be a true and accurate record of the meeting and **not to discuss the matters recorded in the minutes.** If there are significant errors, please point these out now so they can be corrected before the minutes are confirmed. If there are minor blemishes, such as spelling errors, please write these down and give them to the Administration Manager at the end of the meeting so they can be corrected. There were no corrections to the minutes.

Motion: "That the Minutes of the District Council meeting of 19 May 2018 as circulated, be taken as read and confirmed"

Moved by: ALAN LIM

Seconded by: CHRISTINA BARBONIO

The motion was CARRIED

MATTERS ARISING FROM THE MINUTES OF THE LAST DISTRICT EXECUTIVE MEETING

Are there any matters arising from the Minutes that are not already listed on today's Agenda?
None.

CORRESPONDENCE

Mirella James / Liz Allwood

Liz Allwood called upon the District Administration Manager Mirella James, to present the inwards and outwards correspondence. Liz noted that a complete and full list had not been maintained and that a more robust process would be put in place to register future correspondence.

Motion: "That the inward correspondence, as listed on page 23 of the district council meeting booklet, be received and the outward correspondence, as listed on page 23 of the district council meeting booklet, be endorsed."

Moved by: MIRELLA JAMES

Seconded by: KIM HARRIS

The motion was CARRIED



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DISTRICT DIRECTOR REPORT: *Achieving Excellence*

Elizabeth Allwood DTM

Motion: "That the District Director report be adopted."
Moved by: ELIZABETH ALLWOOD
Seconded by: CAROL MCCULLOUGH
The motion was CARRIED

DISTRICT OFFICER LEADERSHIP APPOINTMENTS

Elizabeth Allwood DTM

Liz advised there were several appointed District Leadership roles, as tabled in the September 2018 District Executive Meeting Booklet.

Motion: "That the District Officer Leadership appointments, as tabled in the September 2018 District Council Meeting Booklet, page 24 be adopted."
Moved by: ELIZABETH ALLWOOD
Seconded by: BRENTON FLOOD
The motion was CARRIED

THIS IS A LIST OF APPOINTMENTS TO D73 CLUBS / LEADERSHIP ROLES:

District Leadership Team:

Tracy Green	- Public Relations Manager
Mirella James	- Administration Manager
Phil Kaufman	- Finance Manager
Robyn O'Donnell	- Logistics Manager
Jacqueline Bignell	- Parliamentarian

Area Directors:

Judith Talanoa	- AD B2
Brendan Flood	- AD B3
Fiona Mundy	- AD I47
Elsheia DeSantis	- AD I48
Vijay Kumar	- AD I49
Holly Buykx	- AD I50
Raj Bhide	- ADM21
Sharon Wallis	- AD N30
Vince Camilleri	- AD N31
Graeme Bond	- AD S40
Vivien Ellard	- AD S41

Extended Team:

Malcom Brown	- Webmaster
Bruce Hill	- Club Extension Chair Vic/Tas
Peter Cesco	- Club Extension Chair SA
Donna Summers	- Club Coach Coordinator
Maribel Steel	- Speechcraft Coordinator Vic/Tas
Bob Stanford	- Speechcraft Coordinator SA
Karl Hughes	- Vic/Tas E&T Coordinator
Giordana Cross	- SA E&T Coordinator
Kelly Vieira	- Youth Leadership Co-ordinator
<i>No appointment yet</i>	- <i>District Contest Co-ordinator</i>
Christine Dimitros	- District Leadership Committee Chair



YEAR END DISTRICT AUDIT REPORT

Liz Allwood

Liz Allwood presented the Year End District Audit Report. It was noted that the Audit Report had not been handed back to D73 at this stage from the Auditors however the Audit Report with all its necessary documents had been checked and verified against the bank transaction accounts. The meeting was asked to vote on the Audit Report being adopted.

Motion: "That the Year End District Audit report be adopted."

Moved by: ELIZABETH ALLWOOD

Seconded by: KIM HARRIS

The motion was CARRIED

DISTRICT FINANCE REPORT

Christine Dimitros

It was noted by John Haynes that the Report was incomplete as it did not account for balance of funds in the USA account. The meeting was advised that USA funds are available to District 73 when and if required however the Budget is nevertheless correct and accurate as at 31 August 2018.

Motion: "That the Year End District Audit report be adopted."

Moved by: ELIZABETH ALLWOOD

Seconded by: GARY GOH

The motion was CARRIED

REPORTS BY SENIOR DISTRICT OFFICERS

PROGRAM QUALITY DIRECTOR REPORT

Sue Pederick DTM

Sue presented the District Program Quality report in which she stated:

- Her appreciation at the support received by Division Directors for D73 goals in the education and training space; the engagement and participation from members to date and the stretch goals of every active member achieving one award or goal,
- The District conference organising is going well
- 5-year strategic plan which includes increasing the number of sustainable clubs within D73

Motion: "That the District Program Quality report be adopted."

Moved by: SUE PEDERICK

Seconded by: CAROL MCCULLOCH

The motion was CARRIED

CLUB GROWTH DIRECTOR REPORT

Vicki Travers

Vicki presented the District Club Growth report in which she stated:

- Her commitment to adhering to the Toastmasters brand,
- Her focus on building vibrant and stable clubs
- Promoted the Club Coach Co-ordinator position available to all Clubs who request assistance

Motion: "That the District Club Growth report be adopted."

Moved by: VICKI TRAVERS

Seconded by: CAROL MCCULLOCH

The motion was CARRIED



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PUBLIC RELATIONS MANAGER REPORT

Tracy Green DTM

Tracy Green DTM presented the District Public Relations Report in which she promoted:

- Her 'team' – that is, all VP PRs who are doing a great job being true to the brand
- Maintaining websites vibrant and engaging
- Short video promo on why your Club is the best

Motion: "That the District Public Relations report be adopted."

Moved by: TRACY GREEN

Seconded by: DAVID MARTIN

The motion was CARRIED

CLUB EXTENSION (Vic & Tas) REPORT

Bruce Hill DTM

Bruce Hill presented the Club Extension (Vic & Tas) Report. He highlighted some aspects of the report:

- 161 clubs with 5 clubs who have a 'green light'
- Coles is launching its own Toastmasters Club
- Bureau of Meteorology is considering starting its own Toastmasters Club

Motion: "That the Club Extension (Vic & Tas) Report be adopted."

Moved by: BRUCE HILL

Seconded by: ALAM LIM

The motion was CARRIED

CLUB EXTENSION (SA) REPORT

Peter Cesco DTM

Peter presented the Club Extension (SA) Report.

Motion: "That the Club Extension (SA) Report be adopted."

Moved by: PETER CESCO

Seconded by: CHARMAINE PALOR

The motion was CARRIED

ANNUAL CONVENTION REPORT

Catherine McGillivray DTM

Catherine McGillivray DTM presented the Annual Convention Proposal and Budget – See Appendix C of the booklet

Motion: "That the Annual Convention May 2019 Proposal and Budget be adopted."

Moved by: CATHERINE MCGILLIVRAY

Seconded by: GIORDANA CROSS

The motion was CARRIED

DIVISION REPORTS AND EXTENDED DISTRICT LEADER REPORTS

The Division Reports and Extended District Leader Reports were tabled and are referred to in the meeting booklet on pages 26 to 53.

Motion: "That the Division Reports and Extended District Leader reports as tabled in the September 2018 district council meeting booklet be adopted".

Moved by: ELIZABETH ALLWOOD

Seconded by: SID MENON

The motion was CARRIED



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Stephen Leake noted that the meeting should be extended by 15 minutes given it had not kept to schedule as per the agenda.

PRESENTATION OF DISTRICT BUDGET - YEAR ENDING 30 JUNE 2018

Christine Dimitros DTM

The Immediate Past District Director, Christine Dimitros, presented the District Budget for year ending 30th June 2018, on behalf of District Finance Manager, Phil Kaufman.

Motion: "That the District Budget for the year ended 30 June 2018 as outlined in Appendix D of the September 2018 District Council Meeting Booklet be adopted."

Moved by: CHRISTINE DIMITROS

Seconded by: CHRISTINA BARBORIO

The motion was CARRIED

GENERAL BUSINESS

No general business was raised.

1.0 Matters arising from the minutes of the last meeting.

Item #1.1

For the Finance Manager, Phil Kaufman complete or finalises the Budget.

MOTIONS ON NOTICE

None tabled.

NOTICES OF MOTIONS

None were tabled.

INTRODUCTION: DISTINGUISHED AREA. DISTINGUISHED DIVISION. DISTINGUISHED DISTRICT.

Sue Pederick

The Program Quality Director, Sue Pederick shared the District's aim to be distinguished:

- Wants to see increased participation within the District and that this is pivotal in creating engagement within clubs;
- Wants District Leaders trained with incentives encouraging the importance of training
- Club Officers and District Officers aim for distinguished status

CENTRAL DISTRICT 2025 CAMPAIGN

The Central Division Director, Michelle Smith, unveiled an exciting plan for it to become its own district in the near future. Central Division is a large geographic area and consists of 27 clubs and 7 areas. It is a big job maintaining Central. Aiming for a new District will increase effective management of that large area, promote the Region and boost income.

GENERAL ANNOUNCEMENTS

Carol McCullough - Mentioned that there will be a suite of webinars coming up regarding pathways.



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TIME AND PLACE OF NEXT MEETING

The next DCM will be held on 18th May 2019, venue TBC

THANK YOU AND ADJOURNMENT

Liz Allwood thanked everyone at the meeting and advised this meeting would not have gone ahead without the help of several people:

- **District Administration Manager:** Mirella James
- **Parliamentarian:** Jacqueline Bignell
- **Timer:** Christine Dimitros

Liz also thanked her dedicated executive leadership team Sue, Vicki, Tracy, Phil, Christine, Robyn and Malcom. In closing, Liz Allwood thanked everyone for attending and participating in the meeting.

The virtual meeting closed at 3:48pm.