

## GENERAL BUSINESS ITEMS

### Agenda Item 27.1

Proposal to survey the Clubs regarding Contests.

Proposed by: Murray Coutts

That the District surveys all clubs regarding their support for the number of Speech Contest to be run in the District.

- (i) The information to clubs and the survey monkey to be done within seven days of the DEC meeting.
- (ii) The Survey runs for four weeks.
- (iii) Unless there is majority support for the status quo, the trio develops appropriate motion/s and presents these as a notice of motion at the Napier District Council.
- (iv) The vote occurs at the September 2020 semi-annual District Council.
- (v) Any changes take effect from 1 July 2021

### EXPLANATORY NOTE:

With the demise of the November conference and with all District Finals now being required to be at the May Conference the situation has changed. Some Districts took the opportunity to review the number of speech contests they had. District 72 chose not to review that question and we inherited the current situation.

Whilst the trio will decide the questions, as a starting point possible questions are:

Does your club support either

- (A) retaining the current four contests International, Humorous, Evaluation and Table Topics, or
- (B) Having three contests being the International Speech and two others, or
- (C) Having two contests being the International Speech and one other,

This is an opportunity to get feedback from our clubs as to whether is any support for a change.

I have not strong views on the matter, other than the decisions needs to be based on the wishes of our clubs.

## Proposed Changes to District 112 Procedures

*The proposed new words are in red and any word replaced is crossed out.*

### Agenda Item 27.2 DIVISION AWARDS

That District Procedure 2.4 be replaced by

2. 4 Division Directors shall, in consultation with their Immediate Past Division Director, arrange and hold a suitable ceremony sometime in the first six months of the Toastmaster year for the purpose of presenting Division awards and honouring achievement. This ceremony may be held in conjunction with another event.

Explanatory Note:

Existing Clause

~~2. 4 Subject to the approval by the District Director, a division may hold an additional Division Conference, in July or August for the presentation of Division Awards, and/or educational purposes. The District Director Elect must be advised of this intention no later than the 30<sup>th</sup> June.~~

The existing DP is vague and requires the approval of the District Director, which should not be a requirement. Divisions could still invite the DD, but is a Division matter honouring achievement in that Division. This does not affect the Division Conferences which are held in the third quarter.

### Agenda Item 27.3 To establish a District Debit Card

That District Procedures 11.1 and 11.4 be amended as follows:

- 11.1 All District bank accounts are to be held at the same bank. The bank is to be designated by the District Executive. Divisions and Areas will not have separate bank accounts. ~~The Finance Manager will track Division income and expenses against each Division Budget.~~ Conference committees will be allocated a District account by the Finance Manager and may not establish separate bank accounts.

11.4 Bank Account ownership and signing authority.

- 11.4.1 The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts.
- 11.4.2 **Except as provided in 11.4.3 below**, all District Accounts shall have signing authority vested in any two of the following officers jointly signing: District Director, Program Quality Director, Club Growth Director and Finance Manager.
- 11.4.3 **The District Director has the sole authority to make disbursements from the "Debit Card Account" (003) which can only be used for items where payment by Debit card is required. In addition to the controls specified by the TI Governing Documents, any transfers to this bank account from the operating account require the approval of the District Finance Manager and one of the Program Quality Director or Club Growth Director.**

## EXPLANATORY NOTES

The purpose is to establish a District Debit card which can be used to pay for items which require payment by a Credit card or Debit card. Several are regular annual costs such as website costs e.g. domain name, calendar, Survey Monkey, Zoom. As current DPs require two officers to approve a bank transaction, this is not possible on a debit card. We have drafted a procedure which ensures that the two level approval applies as much as possible.

Up until now we have expected District Officers to pay for these items from their personal credit/debit cards and seek reimbursement. The suggested approach is fairer.

The deleted clause is covered under Agenda item 28.4

## **Agenda Item 27.4 Changes to Approval of expense claims**

That District Procedures 11.2, 11.3 and 11.10 be amended as follows:

### 11.2 Approval and Disbursements:

11.2.1 The approval of expenditure and disbursements shall be in accordance with Clause 4 of Toastmasters International Protocol 8.4: District Fiscal Management.

11.2.2 Prior to the item being submitted to the District Director and Finance for approval and payment the following preliminary approvals are required:

- (i) By the Division Director, for expenses relating to Division and Area Conferences / Speech contests as well as Division and Area Council meeting costs.
- (ii) By the Program Quality Director, for expenses relating to Education and Training.
- (iii) By the Conference Committee Chair, for expenses and refunds relating to the conference.

All other expense claims (including travel) go direct to the District Finance Manager.

~~11.2.2 Prior to the item being submitted to the District Director for approval and then to the Finance Manager for payment:~~

- ~~(i) For disbursements against Division and Area budgets, approval from the relevant Division Director is required.~~
- ~~(ii) For disbursements from Conference bank accounts the approval of the Conference Committee Chair is required.~~

### 11.3 Reporting: In addition to the reporting required by TI Policies and protocols:

11.3.1 Conference Treasurers are to have read only access to online bank statements. They shall receive regular updates from the District Finance Manager on their budget.

~~11.3.2 The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against the budget set at the beginning of the Toastmaster year (1<sup>st</sup> July). Whenever possible, this should be distributed by the 20<sup>th</sup> of the following month from September onwards.~~

The Finance Manager is to provide each Division Director with an indicative Division Budget by the 30<sup>th</sup> June and any updates once the overall District budget is approved by the District Council. Division Directors are responsible for managing the budget items as specified in Sub Clause 11.2.2 (i). Additional Divisional level expenditure may be authorised by the District Trio.

11.10 All expense claims must be made on the current official District 112 Expense Claim Form available from the District 112 website. Travel claims must clearly specify the

event which the travel was for. All expense claims must be accompanied by a GST receipt, except for: Travel by private motor vehicle; or, other expenditure where the vendor was not registered for GST (this must be noted on the expense claim).

~~All claims must be received by the Finance Manager within 60 days of the expenditure, except that June expenditure must be received before 31<sup>st</sup> July otherwise reimbursement may not be made.~~

## EXPLANATORY NOTES

- [A] Division and Area Speech Contests are a Division matter and it is appropriate that the Division Director manages that area. Likewise for Division and Area Council expenses.
- [B] Whilst Division Directors assist the PQD in COT and other training events such as workshops, the funds come out of the overall Education and Training Budget and it is appropriate that the Programme Quality Director manages that area to get the best use of the available funds.
- [C] The accounting system, which TI requires us to use, does not have the capacity to generate reports at Division or Area level. The recommended approach is now that Division Directors will receive a final Division Budgets for the specified areas and will be required to manage that budget. There is provision for the trio to allocate additional funds were justified.
- [D] Protocol 8.4: District Fiscal Management, (4. Financial Controls) sub clause H used to say that the District had some discretion in paying expense claims received more than 60 days after the expense was incurred. The Protocol now says that “Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.” As the Governing Documents are superior to our District Procedures the conflicting item in the DPs is removed.

## **Agenda Item 27.5 DP 9 SPEECH CONTESTS**

### Proposed replacement DPs

- 9.7 Division Conferences shall be held ~~on three~~ **over separate** weekends in March or April in the following groupings. This allows the three senior officers (DD, PQD and CGD) to attend all these Division Conferences:
  - **Group Weekend 1** Divisions K, O and R
  - **Group Weekend 2** Divisions L, N and Q
  - **Group Weekend 3** Divisions M and P
- 9.7.1 **The weekend selected for each group is to be determined by agreement between the Division Directors Elect at a meeting prior to the 30<sup>th</sup> of June. In the event of a disagreement the Program Quality Director Elect shall determine the issue.**
- 9.7.2 **There shall be a gap of at least two weekends between the last group and the District Conference. This is to allow the Program Quality Director time to Appoint Judges who meet the criteria in the rulebook.**
- 9.7.3 **Division Directors elect are to advise the District Director Elect the dates and general location of their Division Conference no later than the 30<sup>th</sup> June.**
- 9.8 Provided that DP 9.7 **is** complied with, a Division Council, **may decide** to split their speech contest finals over two events: **the Division Conference (9.7) and an earlier contest (referred to as the “Division Contest”)**. The Programme Quality Director must be advised the details of the split by 31<sup>st</sup> July. (Such a split has district budget implications)

- 9.9 Unless the Division Council determines otherwise by 30<sup>th</sup> June, the Area Contests shall be held in a two-week window, ending two weeks prior to their Division Contest.
- 9.10 No Area or Division Contest / conference may be held on a weekend which clashes with either:
- (i) District Officer Training; or
  - (ii) a neighbouring Division's Conference/Contest or Club Officer Training.
- 9.11 For the purposes of District Procedure 9, should the office of Area Director be vacant, or the Area Director is unable or unwilling to act, then the Division Director or the Division Director Elect is authorised to convene the Area Council, and may, if appropriate appoint an independent non-voting chair for the meeting. Should the office of Division Director be vacant, the District Director or District Director Elect shall appoint someone to convene and chair the Division Council.
- 9.12 These changes take effect from the close of the 2020 Napier Conference.

No change to other DP 9 sub clauses, except for any required renumbering.

### **Explanatory Note**

This year the requirement that all Area Finals be held at least ten days before the very first Division Conference pushed the last day for an Area Contest to the 11<sup>th</sup> of March. With the practice in some divisions of scheduling different Areas on different days, this meant that some clubs had to hold their contests in the first meeting of February. Some Divisions did address this by holding all their area contests on the same day in the same venue, that is an option for geographically compact Divisions, maybe not for the others.

For those clubs who either did not meet or have low attendance in January, this meant that the first club event of 2020 were two major club contests.

### **Agenda Item 27.6 DISTRICT AWARD CRITERIA / Triple Crown**

That the criteria for the Triple Crown Award be replaced by the following with effect from 1 July 2020.

Three or more educational awards achieved during the same Toastmasters Year as listed on the Toastmasters International Triple Crown report on the TI Dashboard.

#### Existing Criteria

~~Any three of the following educational awards listed on the TI dashboard during the same Toastmasters year:~~

~~Competent Communicator, Advanced Communicator Bronze, Advanced Communicator Silver, Advanced Communicator Gold, Competent Leader, Advanced Leader Bronze, Advanced Leader Silver, Pathways Level 3, Pathways Level 4, Pathways Level 5, Pathways Distinguished Toastmaster.~~

~~Note: The same level completions from two or more different paths also qualify.~~