



## District 112 Toastmasters Executive Meeting

Saturday 18 July 2020

Commencing 09:00 am

1	Welcome	District Director Sharon Kerr-Phillips called the meeting to order and welcomed all the District Officers present.
2	District Mission	Mission statement read by Program Quality Director Stephen Budai.
3	Notice of Meeting	Administration Manager James Hippolite read notice of the District 112 Executive meeting.
4	Speaking Rights	<p>District Director Sharon explained that only District Officers have voting rights at this meeting. District Officers include:</p> <ul style="list-style-type: none"> <li>• All Area Directors</li> <li>• All Division Directors</li> <li>• Administration Manager James Hippolite</li> <li>• Finance Manager Madelaine Luke</li> <li>• Public Relations Manager Elizabeth Viljoen</li> <li>• Club Growth Director Wendy Wickliffe</li> <li>• Program Quality Director Stephen Budai</li> <li>• Immediate Past District Director Neil Stichbury</li> <li>• and myself as District Director</li> </ul> <p>District Director Sharon invited PDDG Chrissy Meyer as Acting Parliamentarian, John O’Leary as Logistics Manager, Alun Chisholm as District 112 Statistician to officially attend and extended speaking rights to them.</p>
5	Apologies	<p>Administration Manager James informed the meeting that he had received the following apologies from District Officers:</p> <ul style="list-style-type: none"> <li>• District Parliamentarian, Kingsley Moody</li> <li>• Immediate Past District Director, Neil Stichbury</li> <li>• Division P Director, Isabel Carter</li> <li>• Area P1 Director, Stephen Englebrecht</li> <li>• Area P2 Director, Julia Collins Carter</li> <li>• Area N2 Director, Noha Zaki</li> <li>• Area L2 Director, Yuya French</li> <li>• Area O4 Director, Priya Shukla</li> </ul> <p><b>“That the apologies by accepted”</b></p> <p style="text-align: right;"><b>Moved:</b> Administration Manager James Hippolite</p>
6	Confirmation of Quorum	District Parliamentarian Chrissy noted there we 32 members present and 6 members online.

		A quorum is the majority of members, the District currently has 7 senior officers, 8 Division Directors and 32 Area Directors. We have 38 District Officers present and online, therefore we do have a quorum.
7	Confirmation of the Agenda	Adding an item 26.3 "Comment on Proxy Voting" to General Business.
8	Previous Minutes	<p>The minutes of the District Executive Meeting on 1<sup>st</sup> May 2020 have been circulated. No corrections.</p> <p><b>"That the minutes of the District Executive Meeting held 1<sup>st</sup> May 2020 as circulated, are a true and correct record."</b></p> <p style="text-align: right;"><b>Moved:</b> Division K Director Murray Coutts <b>Seconded:</b> Club Growth Director Wendy Wickliffe <b>CARRIED</b></p>
9	Matters Arising	There were no matters arising from the minutes.
10	Correspondence	Administration Manager James advised that there are no items of correspondence that need to be addressed.
11	<b><u>Urgent Business</u></b>	
11.1	Confirmation of changes to Club Alignments	<p>The additional realignment report published by Toni Sharp Past District Director QSM and outlined by District Director Sharon was received.</p> <p style="text-align: right;"><b>Moved:</b> Club Growth Director, Wendy Wickliffe <b>Seconded:</b> Program Quality Director, Stephen Budai</p> <p>Discussion was held on the motions.</p> <p><b>MOTION 1:</b></p> <p><b>"That the following realignments to Division L Areas Take Effect backdated to 1 July 2020"</b></p> <ul style="list-style-type: none"> <li>• 7254964 Rosebank Toastmasters is transferred from Area L5 to Area M1</li> <li>• 7136367 Toastmasters at Kristin is transferred form Area L2 to Area K4</li> <li>• 1196100 Taka-Talkers is transferred from Area L5 to Area L3</li> <li>• 790393 Research on Toast and 4399368 Ingram Micro Toastmasters are transferred from Area L5 to Area L4</li> </ul> <p style="text-align: right;"><b>Moved:</b> Division K Director Murray Coutts <b>Seconded:</b> Division L Director Aroha Heene <b>CARRIED</b></p> <p><b>MOTION 2:</b></p> <p><b>"That in Division L 3075495 Auckland Advanced Toastmaster Club is transferred from Area L4 to Area L2 backdated to 1 July 2020"</b></p> <p style="text-align: right;"><b>Moved:</b> Division K Director, Murray Coutts <b>Seconded:</b> Program Quality Director, Stephen Budai <b>CARRIED</b></p>

		<p><b>MOTION 3:</b></p> <p><b>“That the following Realignments to Division Q Areas Take Effect backdated to 1 July 2020”</b></p> <ul style="list-style-type: none"> <li>• 1355016 Papamoa Toastmasters is transferred from Area Q3 to Area Q2</li> <li>• 3089 Tauranga Toastmasters and 5425453 Thames Toastmasters are transferred from Area Q4 into Area Q3</li> </ul> <p style="text-align: right;"><b>Moved:</b> Division N Director, Dean Ching Yee <b>Seconded:</b> Club Growth Director, Wendy Wickliffe <b>CARRIED</b></p> <p><b>MOTION 4:</b></p> <p><b>“That Areas L5 and Q4 are dis-established, backdated to 1 July 2020”</b></p> <p style="text-align: right;"><b>Moved:</b> Division K Director, Murray Coutts <b>Seconded:</b> Division N Director, Dean Ching Yee <b>CARRIED</b></p>
11.2	Confirmation of Resignations	There were no District Officer Resignations since District 112 Executive Meeting held 1 <sup>st</sup> May 2020.
11.3	Confirmation of Officer Appointments	<p>District Director Sharon made the following District Officer Appointments since District 112 Executive Meeting held 1<sup>st</sup> May 2020:</p> <p>Refer to Appendices 1</p> <p><b>“That the District Executive approves the appointments of the officers as listed”</b></p> <p style="text-align: right;"><b>Moved:</b> Division L Director, Aroha Heene <b>Seconded:</b> Area Q3 Director, Ann-Marie Andrews <b>CARRIED</b></p>
11.4	Confirmation of new clubs into areas	<p>The following club has chartered since the District 112 Executive Meeting held 1<sup>st</sup> May 2020:</p> <ul style="list-style-type: none"> <li>• 7730088 Ponsonby, Area M1</li> </ul>
12	<b>Finance Manager’s Reports</b>	
12.1	Interim Provisional District Financial Statement 2019-2020	<p>Immediate Past Finance Manager Murray Coutts presented his report.</p> <p><b>“That the Interim Provisional District Financial Statement for period 1 July 2019 to 30 June 2020 be received”</b></p> <p style="text-align: right;"><b>Seconded:</b> Division O Director, Barry Shaw</p> <p>No discussion held</p>
12.2	Auckland Conference Budget	Finance Manager Madelaine Luke presented the Auckland Conference Budget 2020-2021.

### D112 – Conference Budget Summary

Projected Income		\$33,696
Projected Expenses		-\$32,857
Fixed Expenses	\$ 9,796	
Variable Expenses	\$23,061	
Total	\$32,857	
Net <b>Surplus</b> / Deficit (GST Excl)		\$839

**“That the Auckland Conference Budget 2020-2021 be received.”**

**Moved:** Finance Manager, Madelaine Luke

**Seconded:** Area P5 Director, Jess Vargas

There was some discussion on the conference budget. Murray asked who the Complimentary Registrations was for. One was for the District Director and budgeted for any International Directors who may visit the Conference.

Question asked about if there is a deficit, who covers this. The District would cover the deficit. If there is a large profit from the Conference this would be refunded back to the attendees of the Conference.

**“That the Auckland Conference Budget 2020-2021 be approved.”**

**Moved:** Area O1 Director, Maris Dunn

**Seconded:** Area R2 Director, Neville Isherwood

**CARRIED**

12.3 Draft District 112 Budget 2020-2021

Finance Manager Madelaine Luke presented the draft 2020-2021 Budget for District 112.

### D112 2020-2021 District Budget Summary

Estimated Revenue		\$ 80,000
Expenses:		
Marketing	\$ 7,400	
Recognition	\$ 25,314	
Club Growth	\$ 19,985	
Communications & Public Relations	\$ 13,788	
Education & Training	\$ 29,348	
Speech Contest	\$ 10,435	
Administration	\$ 7,700	
Travel	\$ 21,426	
Food	\$ 11,917	
<b>Total</b>		<b>\$147,207</b>
Net Surplus / <b>Deficit</b>		<b>-\$ 67,147</b>

**“That the 2020-2021 Draft District 112 Budget be received.”**

**Moved:** Finance Manager, Madelaine Luke

**Seconded:** Area R3 Director, Anna Coleman

**CARRIED**

		<p>The finance report was open for discussion:</p> <ul style="list-style-type: none"> <li>• Division Assets need to be accounted for. Reach out to your predecessor (Division Director) if you have not been given this list.</li> <li>• To make a claim, you use your voucher at the TI Online Shop.</li> <li>• You cannot use vouchers to pay for membership fees.</li> <li>• Online Expense Claim forms are available from the District 112 Website.</li> <li>• Contact the Administration Manager, James Hippolite, for coordination of Zoom accounts within your Area.</li> <li>• Travel policy limit has decreased from 40 km to 20 km. If your round trip is greater than 20 km, then your mileage is 100% claimable.</li> <li>• Comments made about the Visitor Booklet – another 9,000 will be printed with modifications made.</li> </ul>																												
<b>Senior District Officer Reports</b>																														
13	Division K	Division K Director Murray Coutts presented his report and grateful for inheriting a club. No further up-dates.																												
14	Division L	Division L Director Aroha Heene presented her report with no updates																												
15	Division M	Division M Director Devi Subramaniam-Jackson presented her report with no updates.																												
16	Division N	Division N Director Dean Ching Yee presented his report with no updates.																												
17	Division O	Division O Director Barry Shaw presented his report and advised that five clubs had increased their membership by one or two members since start of new Toastmaster year.																												
18	Division P	<p>Area P3 Director Melvin Powell presented Division P Director Isabel Carter’s report:</p> <ul style="list-style-type: none"> <li>• October Division Conference booked.</li> <li>• Two clubs joining to do a promotion.</li> <li>• Stratford Club running a speechcraft course for Stratford Council.</li> </ul>																												
19	Division Q	<p>Division Q Director Dave Henderson presented his report via Zoom with one update.</p> <ul style="list-style-type: none"> <li>• Gisborne clubs looking at holding a combined meeting a nice pot-luck dinner.</li> </ul>																												
20	Division R	Division R Director Clifford Kerr-Phillips presented his report with no updates.																												
21	Report of PRM	Public Relations Manager Elizabeth Viljoen presented her report with no updates.																												
22	Report of CGD	<p>Club Growth Director Wendy Wickliffe presented her report on Clubs in Formation and Club Membership:</p> <p><b>District 112 Performance – Goal to be Distinguished District</b></p> <table border="1"> <thead> <tr> <th>District Goal (dist)</th> <th>Actual to date</th> <th>Year's Goal</th> <th>Needs more</th> <th></th> </tr> </thead> <tbody> <tr> <td>Paid Clubs</td> <td>164</td> <td>172</td> <td>8</td> <td>95.3%</td> </tr> <tr> <td>Member Payments</td> <td>6214</td> <td>6616</td> <td>402</td> <td>93.9%</td> </tr> <tr> <td>Distinguished Clubs</td> <td>70</td> <td>68</td> <td>Met!</td> <td>102.9%</td> </tr> </tbody> </table> <p><b>Club Membership</b></p> <table border="1"> <thead> <tr> <th>12 or Fewer</th> <th>13 to 19</th> <th>20 to 29</th> <th>30 Plus</th> </tr> </thead> <tbody> <tr> <td>66</td> <td>42</td> <td>63</td> <td>2</td> </tr> </tbody> </table> <p>66 clubs eligible for coaches (37.7%), of which 56 do not have any assigned (84.8%)</p>	District Goal (dist)	Actual to date	Year's Goal	Needs more		Paid Clubs	164	172	8	95.3%	Member Payments	6214	6616	402	93.9%	Distinguished Clubs	70	68	Met!	102.9%	12 or Fewer	13 to 19	20 to 29	30 Plus	66	42	63	2
District Goal (dist)	Actual to date	Year's Goal	Needs more																											
Paid Clubs	164	172	8	95.3%																										
Member Payments	6214	6616	402	93.9%																										
Distinguished Clubs	70	68	Met!	102.9%																										
12 or Fewer	13 to 19	20 to 29	30 Plus																											
66	42	63	2																											

23	Report of PQD	<p>Program Quality Director Stephen Budai presented his report with verbal updates.</p> <ul style="list-style-type: none"> <li>• Successful Club Leadership Training online.</li> <li>• Has registered all those who have attended so far.</li> <li>• Two more sessions to be held.</li> <li>• Thanked Wendy Wickliffe and Elizabeth Viljoen for their efforts with overseeing the online training.</li> </ul>																																																			
24	IPDD Report	<p>Stephen Budai read out Immediate Past District Director Neil Stichbury’s report, with no verbal update.</p> <p style="text-align: center;"><b>DIVISIONS</b></p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td><u>Presidents Distinguished</u></td> <td><b>Division M</b></td> <td>Peter McCutcheon DTM</td> </tr> <tr> <td></td> <td><b>Division O</b></td> <td>James Hippolite DTM</td> </tr> </table> <p style="text-align: center; font-size: small;">District 112 • Where Leaders Are Made www.d112.org.nz</p> <hr style="border: 2px solid black; margin: 20px 0;"/> <p style="text-align: center;"><b>AREAS</b></p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td><u>Presidents Distinguished</u></td> <td><b>P4</b></td> <td>Janet Williams</td> </tr> <tr> <td><u>Select Distinguished</u></td> <td><b>L1</b></td> <td>Aroha Heene DTM</td> </tr> <tr> <td></td> <td><b>M3</b></td> <td>Ilaisaane Tuakalau</td> </tr> <tr> <td></td> <td><b>O1</b></td> <td>Michelle Reading</td> </tr> <tr> <td></td> <td><b>P3</b></td> <td>M Powell</td> </tr> <tr> <td></td> <td><b>O4</b></td> <td>Maheeka Ariyapperuma DTM</td> </tr> <tr> <td></td> <td><b>P5</b></td> <td>Malcolm Ferguson</td> </tr> <tr> <td><u>Distinguished</u></td> <td><b>K4</b></td> <td>Dallas Macris</td> </tr> <tr> <td></td> <td><b>M1</b></td> <td>Rachel Lee</td> </tr> <tr> <td></td> <td><b>M5</b></td> <td>Paul Richards DTM</td> </tr> <tr> <td></td> <td><b>O3</b></td> <td>Amit Sharma</td> </tr> <tr> <td></td> <td><b>Q2</b></td> <td>Brian Gillespie</td> </tr> <tr> <td></td> <td><b>K5</b></td> <td>Christina Shadbolt</td> </tr> <tr> <td></td> <td><b>M2</b></td> <td>Brett Dickson</td> </tr> <tr> <td></td> <td><b>O5</b></td> <td>Jennifer Kerr DTM</td> </tr> </table> <p style="margin-left: 20px;">Presidents Distinguished Clubs - <b>54</b>  Select Distinguished Clubs - <b>10</b>  Distinguished Clubs - <b>5</b></p>	<u>Presidents Distinguished</u>	<b>Division M</b>	Peter McCutcheon DTM		<b>Division O</b>	James Hippolite DTM	<u>Presidents Distinguished</u>	<b>P4</b>	Janet Williams	<u>Select Distinguished</u>	<b>L1</b>	Aroha Heene DTM		<b>M3</b>	Ilaisaane Tuakalau		<b>O1</b>	Michelle Reading		<b>P3</b>	M Powell		<b>O4</b>	Maheeka Ariyapperuma DTM		<b>P5</b>	Malcolm Ferguson	<u>Distinguished</u>	<b>K4</b>	Dallas Macris		<b>M1</b>	Rachel Lee		<b>M5</b>	Paul Richards DTM		<b>O3</b>	Amit Sharma		<b>Q2</b>	Brian Gillespie		<b>K5</b>	Christina Shadbolt		<b>M2</b>	Brett Dickson		<b>O5</b>	Jennifer Kerr DTM
<u>Presidents Distinguished</u>	<b>Division M</b>	Peter McCutcheon DTM																																																			
	<b>Division O</b>	James Hippolite DTM																																																			
<u>Presidents Distinguished</u>	<b>P4</b>	Janet Williams																																																			
<u>Select Distinguished</u>	<b>L1</b>	Aroha Heene DTM																																																			
	<b>M3</b>	Ilaisaane Tuakalau																																																			
	<b>O1</b>	Michelle Reading																																																			
	<b>P3</b>	M Powell																																																			
	<b>O4</b>	Maheeka Ariyapperuma DTM																																																			
	<b>P5</b>	Malcolm Ferguson																																																			
<u>Distinguished</u>	<b>K4</b>	Dallas Macris																																																			
	<b>M1</b>	Rachel Lee																																																			
	<b>M5</b>	Paul Richards DTM																																																			
	<b>O3</b>	Amit Sharma																																																			
	<b>Q2</b>	Brian Gillespie																																																			
	<b>K5</b>	Christina Shadbolt																																																			
	<b>M2</b>	Brett Dickson																																																			
	<b>O5</b>	Jennifer Kerr DTM																																																			
25	DD Report	<p>District Director Sharon Kerr-Phillips presented her report as published with no verbal updates.</p> <p style="text-align: center;"><b>“That all the reports (other than the Finance Manager’s Report) be received”</b></p> <p style="text-align: right;"><b>Moved:</b> Club Growth Director, Wendy Wickliffe  <b>Seconded:</b> Program Quality Director, Stephen Budai  <b>CARRIED</b></p> <p>The reports were open for discussion. There was no discussion.</p>																																																			
26	<b><u>General Business</u></b>																																																				
26.1	Speech Contest	<p>Proposed amendment to DP 9 Speech Contest</p> <p>DD Sharon advised of a Motion on Notice to amend DP 9 Speech Contests. The amendment will be put onto the District 112 website for everyone to read and will be discussed and voted on at the September 2020 District Executive Meeting.</p>																																																			

26.2	Division Conferences	<p>Proposed amendment to DP 9.7 Division Conferences</p> <p>DD Sharon advised of a Motion on Notice to amend DP 9.7 Division Conferences. The amendment will be put onto the District 112 website for everyone to read and will be discussed and voted on at the September 2020 District Executive Meeting.</p>
26.3	Proxy Votes	<p>DD Sharon recommended that the District Officers advise their clubs to grant their proxies to the District Director. Sharon, Neil, and Wendy will be interviewing all candidates standing for International Director roles and other positions via online and know what questions to ask. Sharon advised what you read on the profile for each candidate is not always reflected in the interview process. Sharon, Neil, and Wendy will provide a video on how to allocate your vote to the District Director.</p>
26.4		<p>The release form has come through for a new Area Director.</p> <p><b>“That the District Executive approves that Tim Charleson be appointed Area Director for Q2”</b></p> <p style="text-align: right;"><b>Moved:</b> Division Q Director, Dave Henderson <b>Seconded:</b> Division O Director, Barry Shaw <b>CARRIED</b></p>
27	Announcements	<p>The next District Executive meeting will be held on 13<sup>th</sup> September 2020 with time and location to be advised.</p>
28	Close	<p><b>“That this meeting be closed”</b></p> <p style="text-align: right;"><b>Moved:</b> Area R2 Director, Neville Isherwood <b>Seconded:</b> Area Q3 Director, Anne-Marie Andrews <b>CARRIED</b></p> <p>The meeting was closed at 12:17 pm.</p>

## Appendices 1

Appointments of Division and Area Directors since the District 112 Virtual Council Meeting held 2<sup>nd</sup> May 2020

### Division Directors

- Division P - Isabel Carter
- Division Q - Dave Henderson
- Division R - Clifford Kerr-Phillips

### Area Directors

- Area Director K1 - Paul Leong
- Area Director K3 - Ines Curin
- Area Director K4 - Shishir Kumar
- Area Director L1 - Suzy Elks
- Area Director L2 - Yuya French
- Area Director L3 - David Huang
- Area Director M2 - Warren Christie
- Area Director M3 - Anji Adams
- Area Director M4 - Owen Welsh
- Area Director M5 - Alex Saifiti
- Area Director N1 - Shyamal Maharaj
- Area Director N2 - Noha Zaki Ibrahim
- Area Director N4 - Angela Hollings
- Area Director N5 - Angela Radosits
- Area Director O1 - Maris Dunn
- Area Director O2 - Ben Ross
- Area Director O3 - Jehan Kateli
- Area Director O4 - Priya Shukla
- Area Director P1 - Stephen Engelbrecht
- Area Director P2 - Julia Collins
- Area Director P3 - Melvin Powell
- Area Director P5 - Jess Vargas
- Area Director Q3 - Anne-Marie Andrews
- Area Director Q5 - Nikki Henderson
- Area Director R1 - Jessica Whitley
- Area Director R2 - Neville Isherwood
- Area Director R3 - Anna Coleman



## Appendices 2

### List of attendees to District Executive Meeting held 18<sup>th</sup> July 2020

1. District Director – Sharon Kerr-Phillips
2. Program Quality Director – Stephen Budai
3. Club Growth Director – Wendy Wickliffe
4. Administration Manager – James Hippolite
5. Finance Manager – Madeline Luke
6. Public Relations Manager – Elizabeth Viljoen
7. Immediate Past District Parliamentarian – Chrissy Meyer
8. John O’Leary – Logistic Manager
9. Alan Chisholm - Statistician
10. Division K Director – Murray Coutts
11. Division L Director – Aroha Heene
12. Division M Director – Devi Subramaniam-Jack
13. Division N Director – Dean Ching Yee
14. Division O Director – Barry Shaw
15. Division R Director – Clifford Kerr-Phillips
16. Area K2 Director – Ines Curin
17. Area K3 Director – Shishir Kumar
18. Area K5 Director – Sabrina Naseem
19. Area L1 Director – Suzy Elks
20. Area M2 Director – Warren Christie
21. Area M4 Director – Owen Welsh
22. Area N4 Director – Angela Hollings
23. Area N5 Director – Angela Radosits
24. Area O1 Director – Maris Dunn
25. Area O2 Director – Ben Ross
26. Area O3 Director – Jehan Ketali
27. Area P3 Director – Melvin Powell
28. Area P5 Director – Jess Vargas
29. Area Q3 Director – Anne-Marie Andrews
30. Area R1 Director – Jessica Whitley
31. Area R2 Director – Neville Isherwood
32. Area R3 Director – Anna Coleman

#### Via Zoom:

33. Division Q Director – Dave Henderson
34. Area K1 Director – Paul Leong
35. Area L3 Director – David Huang
36. Area N3 Director – Hooi Ling Ng
37. Area O5 Director – Andy Becker
38. Area Q5 Director – Nikki Henderson