Minutes of District 112 Virtual Executive Committee Meeting
held via Zoom Conferencing on
Saturday 11 Septemer 2021 starting at 2.00pm

Attendance: Refer to list of attendees appended at the end of the minutes.

District Director Stephen advised that a recent poll was sent to district executives to seek their permission to suspend District Procedures 10.8.1, 10.8.2 and 10.7 which relate to the timing of the division contests. The poll returned 35 affirmative responses, one of which was from a non District Officer, and was discarded. A majority of 26 was required. He thanked those district executives who sent in their votes.

1. Call to order and welcome

District Director, Stephen Budai, called the meeting to order and extended a warm welcome to all District Officers present. Procedures for a virtual District Executive Meeting were outlined, and a confirmation that the recording of this meeting will be deleted once the next DEC meeting approves the minutes of this meeting.

2. Confirmation of Quorum

District Parliamentarian, Murray Coutts, advised that a quorum for an Executive Committee meeting is the majority of its members. The executive currently has 7 senior officers, 8 division directors and 34 area directors, making a total of 49 members. A quorum is therefore 25 members. There were 37 members present, and we have a quorum.

3. Ratification of Notice of Meeting

The Notice of Meeting was ratified.

4. District Mission Statement

Programme Quality Director, Wendy Wickliffe, read the District Mission which is: *"We build new clubs and support all clubs in achieving excellence".*

5. Speaking Rights

District Director, Stephen Budai, confirmed that all district officers have speaking and voting rights. He also extended speaking rights to:

Murray Coutts - District Parliamentarian
All past District Directors or District Governors
Troy Smith - Zoom Master
Toni Sharp - District Mentor
Mike Diggins – District Webmaster
Alun Chisholm - District Statistician
Madelaine Luke – Past District Finance Manager
Wendy Booth – District Conference 2022 Chairman

6. Apologies

An apology was received from Marcus van Irsel – Area Director R3.

THAT THESE APOLOGIES BE ACCEPTED.

MOVED: Marlene Krone – Administration Manager

7. Confirmation of Agenda

The agenda was confirmed. All papers were received 21 days prior to the meeting, except for the Audit Committee Report for 2020/2021 which is awaiting final signoff from Toastmasters International.

There were no items to add to the agenda.

THAT THE AGENDA BE ADOPTED.

8. Confirmation of Minutes of the Virtual District Executive Committee Meetings held on 2 July 2021 and 23 July 2021

The minutes of the Virtual District Executive Committee Meetings held on 2 July 2021 and 23 July 2021, as circulated, were taken as read. A correction was requested to item 4 in the minutes of 23 July to remove the extension of voting rights to field officers as this was incorrect.

THAT THE MINUTES OF THE DISTRICT EXECUTIVE COMMITTEEE MEETINGS HELD ON 2 JULY 2021 AND 23 JULY 2021 WERE CONFIRMED AS A TRUE AND ACCURATE RECORD OF THESE MEETINGS, SUBJECT TO CORRECTING ITEM 4 IN THE MINUTES OF 23 JULY 2021 BEING MADE, WHICH THE ADMINISTRATION MANAGER UNDERTOOK TO MAKE.

MOVED: Marlene Krone, Administration Manager
SECONDED: Elizabeth Viljoen, Public Relations Manager
CARRIED

ACTION: Administration Manager, Marlene Krone, to correct Item 4 in the Minutes of 23 July 2021.

8.1 Matters arising from the Minutes

There were no matters arising from the minutes.

9. Correspondence

There were no items of correspondence for this District Executive meeting.

10. Urgent Business

10.1 Resignations and Appointments

Since the July District Executive meeting, the following district executives have resigned:

Area M3 Director – Ratna Shah
Area L2 Director – Hasnaa Ahmed

Since the May 2021 District Council meeting, the following appointments have been made:

Area M3 Director – Graham Gunn
Area L2 Director – Hamish van Lier

10.2 New Clubs

There were no new clubs since the July District Executive meeting.

THAT THE DISTRICT EXECUTIVE APPROVE THE APPOINTMENTS AS LISTED ABOVE.

MOVED: Stephen Budai, District Director
SECONDED: James Hippolite, Club Growth Director
CARRIED

11. District Procedures Review Project

The committee discussed Version 10 of the District Procedures. The purpose of the review was to have a set of district procedures that are current and are in full compliance with Toastmasters International's governing documents. The intention was to divide the procedures into three parts:

- Part A cover those areas most applicable to area directors and clubs
- Part B cover those areas which are most applicable to the top table, e.g. international matters
- Part C cover District Awards

Version 10 was sent to Toastmasters International for their review and comment. It was also available on the District website for information and comment of members.

In regard to item 6.3 relating to the District Roll of Honour, District Parliament Murray Coutts, explained that the appropriate place to record the history of member achievements is on the District website. A request was made to hold a hard copy as well. These records cannot be attached to minutes of meetings because minutes record only the matters discussed at the meeting, and to do so is a violation of meeting laws in New Zealand. This is common practice in several other districts.

In regard to item 9.3, changes to this item were rewritten to satisfy World Headquarters' requirements. It is a requirement that every year the District sends any proposed procedures, together with a copy of the procedures document, to Districts at World Headquarters. This requirement had somewhat lapsed over the last couple of years.

The following changes were requested to be made to Version 10, namely:

a) Item 6.3 – add the words “and a hard copy” to the end of the first sentence so that the sentence reads: The District Administration Manager shall maintain a perpetual D112 Roll of Honour on the District Website and a hard copy;

b) Item 11.1.5 – add the words “by the District Executive” to the end of the first sentence so that the sentence reads: The written rules must be approved by the District Executive; and

c) any grammatical errors in the procedures are be corrected before the final version is posted to the District website.

ACTION: District Parliamentarian Murray undertook to make the above changes.

THAT THE DISTRICT EXECUTIVE ADOPT VERSION 10 OF THE DISTRICT PROCEDURES

MOVED: John O’Leary, Area Director K1
SECONDED: Neville Isherwood, Division R Director
CARRIED

12. Finance Managers’ Reports

THAT THE FINANCE MANAGERS’ REPORTS BE RECEIVED.

MOVED: James Hippolite, Club Growth Director
SECONDED: John O’Leary, Logistics Manager
CARRIED

12.1 Financial Statement to 30 June 2021

Immediate Past District Director, Sharon, moved that her report be received.

MOVED: Sharon Kerr-Phillips, Immediate Past District Director
SECONDED: Elizabeth Viljoen, Public Relations Manager
CARRIED

Immediate Past Finance Manager, Madelaine Luke, spoke to the financial statement to 30 June 2021 and answered questions relating to it.

12.2 Audit Committee Report

This report was not received prior to the meeting taking place. However, Immediate Past Finance Manager, Madelaine Luke, was able to share online the approved Audit Report, signed by the Audit Committee on 21 August.

The Executive Committee noted the Audit Report as presented and requested the signed certifications from the Audit Committee to be sent to the Administration Manager, who will attach them to the Audit Report to present to the Council meeting on 24 September 2021.

ACTION: Administration Manager, Marlene Krone, undertook to action the above.

12.3 Profit & Loss Report for period 1/7/2021 to 31/8/ 2021

Finance Manager, Baptist Lobo, presented his report.

12.4 D112 May 2022 Conference Budget

Conference Finance Manager, Graham Gunn, presented the May 2022 conference budget. The conference will be held on 6-8 May 2022. He anticipates around 220 participants will attend, at a cost per head of $100.

TI policy requires conference budgets to break even. There is no financial assistance from the operating budget of the district.

THAT THE MAY 2022 CONFERENCE BUDGET BE ACCEPTED.

MOVED: Graham Gunn – Conference Chairman
SECONDED: John O'Leary, Logistics Manager
CARRIED

12.5 District 112 Budget 2021/2022

Finance Manager, Baptist Lobo, presented the District Budget for 2021/2022 and answered any questions relating to it.

He thanked and congratulated the Trio for the work they had put into the budget and delivering it on time.

THAT THE D112 BUDGET FOR 2021/2022 BE ADOPTED.

MOVED: Baptist Lobo, Finance Manager
SECONDED: Marlene Krone, Administration Manager
CARRIED

13. Division Directors' Reports

All division directors' reports were received 21 days prior to this District Executive Committee meeting. The following verbal updates are in addition to those reports:

Division K:
- Northern Impromptu is a club in formation.
- Two more club have been identified as requiring coaches.

Division L:
- TWG no longer requires a coach and has been removed from the list of clubs needing a coach.
- L3 Devonport Esplanade continues to decline a club coach despite their current status requiring one,

Division M
- Westpac does not require a club coach, however, they need support and encouragement to be more energetic in all Toastmasters events.

Division N

- Dean Ching Yee and Shyamal Maharaj are club mentors, not club coaches, to Kura Korero O Microsoft.

Division O

- An acknowledgement of Nathan Piahana, Area Director 02, who worked closely with Central Park to bring them back on track to achieve Distinguished status or better by year end.
- More executive mentors are needed to work with clubs with low memberships to achieve the threshold of 20 members.

Division P

- No further updates.

Division Q

- Thames Club is now at 13 members and therefore does not need a club coach.

Division R

- No further updates.

14. Public Relations Manager's Report

- The 0800 PEOPLE helpline has been fully restored, thanks to our Club Growth Director, James Hippolite DTM. The helpline will be manned by Division R Director, Neville Isherwood.
- The District Website was offline for two days before the District Executive Committee meeting. As a solution, all reports and documents were provided on the District Google drive. Our webmaster, Mike Diggins, has done exceptional work to get the website running, and he continues to stay vigilant to prevent cyber-attacks and other technical issues. Mike has recently done training on website security and more. If needs be, we will get outside assistance.
- The following Divisions are now supported by a Division PR Coordinator:
  - ✓ Division K – An Nguyen
  - ✓ Division L – Veronika Gower
  - ✓ Division M – Devi Subramaniam-Jackson
  - ✓ Division N – Dean Yee
  - ✓ Division Q – Lynley Dean
  - ✓ Division R – Neville Isherwood
- We have asked Area Directors to please introduce them to all their club VPPRs. Together we will provide exceptional club support and training to them. Area Directors will soon receive an email introducing them to their Division PR Coordinators.
- Every Division will soon have a Facebook page to promote Toastmasters in general and the clubs in their Division.
- A District PR calendar was created to support this concerted effort.

15. Club Growth Director's Report

Club Growth Director, James Hippolite, presented his report with the following update:

- Richard Perkins has been assigned as club coach for Arawa Club.

16. Programme Quality Director's Report

Programme Quality Director, Wendy Wickliffe, presented her report with the following updates:

- Educational awards – we have an additional 66, making a total 330 awards to date
- Triple Crowns - we have an additional four triple crown recipients, making a total of 12 as at September
- Contest updates – Divisions outside of Auckland will be conducting their area contests in person
- May 2022 Conference – Wendy Booth provided an update on the venue being in the centre of Taupo with plenty of restaurants and other activities within the vicinity of the venue. There will be a full programme of contests, keynote speakers and educationals. The programme will be available soon. The date for the conference is 6-8 May 2022.
- Bids for the May 2023 conference are now being received. The application form is on the District website.

17. District Director's Report

District Director, Stephen Budai, presented his report with the following verbal updates:

- The district recognises the changes in the Delta alert levels from Level 4 to Level 2 for areas North and South of Auckland. This means that Area K1, Divisions P, Q & R can proceed with Area contests in person. The balance of the District will need to remain in Level 4 bubble conditions.
- Alert 2 allows up to a maximum of 50 people at a venue, and all need to wear masks. The Ministry of Health advised that a speaker or contestant in a speech contest can remove their mask to speak and replace it as soon as they have given their speech. All conditions under this alert level MUST be adhered to.

18. Immediate Past District Director's Report

Immediate Past District Director, Sharon Kerr-Phillips, presented her report with the following updates.

- Incentives – most of the incentives ordered with Toastmasters International have arrived, except for one shipment which requires a clearance code. We are waiting for code from Customs NZ.
- She acknowledged and thanked Past Finance Manager, Madelaine Luke, for her tireless work in ensuring budget information was available as quickly as possible, keeping accurate financial records for the District, and for collaborating and working alongside Toastmasters International for all financial matters of the District.

19. Consideration of the Reports

THAT THE REPORTS OF THE DIVISION DIRECTORS, PUBLIC RELATIONS MANAGER, CLUB GROWTH DIRECTOR, PROGRAMME QUALITY DIRECTOR, DISTRICT DIRECTOR AND IMMEDIATE PAST DISTRICT DIRECTOR BE APPROVED.

MOVED: John O'Leary
SECONDED: Neville Isherwood
CARRIED

20. General Business

There were no items of general business.

21. Close

The meeting closed at 3.34pm.

The next meeting of the District Executive Committee will be held on Friday 5 November 2021. Venue and start time to be advised later.

List of attendees:

Stephen Budai	District Director
Wendy Wickliffe	Programme Quality Director
James Hippolite	Club Growth Director
Marlene Krone	Administration Manager
Baptist Lobo	Finance Manager
Elizabeth Viljoen	Public Relations Manager
Sharon Kerr-Phillips	Immediate Past District Director
John O'Leary	K1 Area Director
Ines Curin	K3 Area Director
Daniel Wang	K4 Area Director
Debbie Crankshaw	K4 Area Director
Sabrina Naseem	Division K Director
Fiona Hippolite	L1 Area Director
Hamish van Lier	L2 Area Director
Rob Wightman	L3 Area Director
Suzy Elks	Division L Director
Robert McLaren	M1 Area Director
Clarence Tong	M2 Area Director
Graham Gunn	M3 Area Director
Thomas Newman	M4 Area Director
Loes St. Ather	M5 Area Director
Shyamal Maharaji	Division M Director
Kate Scanlen	N1 Area Director
Audrea Warner	N3 Area Director
Appu Geetha Byju	N4 Area Director
Angela Radosits	Division N Director
Penny Kennett	O1 Area Director
Nathan Piahana	O2 Area Director
Kulesh De Silva	O3 Area Director
Meegan Herewini	O4 Area Director
Liam Oades	O5 Area Director
Ben Ross	Division O Director
Te Maramatanga Hohaia	P1 Area Director
Vanshika Prakash	P3 Area Director
Ralph Connor	P4 Area Director
Jess Vargas	P5 Area Director
Isabel Carter	Division P Director
Agnes Mazot	Q1 Area Director
Anne-Marie Andrews	Q3 Area Director
Helen Hunt	Q5 Area Director
Richard Perkins	Division Q Director
Fiona Perry	R1 Area Director
Steve Holroyd	R2 Area Director
Neville Isherwood	Division R Director