



**Minutes of District 112 Virtual Executive Committee Meeting  
held via Zoom Conferencing on  
Friday 5 November 2021 starting at 7.00pm**

Attendance: The list of attendees is appended at the end of the minutes.

**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. A special welcome was extended to Angela Radosits who has just returned from a two-week stay in MIQ in Rotorua after returning from Hungary. Procedures for a virtual District Executive Meeting were outlined, including the deletion of the recording for this meeting once the next DEC meeting approves the minutes.

**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 35 area directors, making a total of 50 members. A quorum is therefore 25 members. There were 29 members present, and we do have a quorum.

**3. 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"*.

**4. Speaking Rights**

District Director Stephen, confirmed that all district officers have speaking and voting rights, namely all Area Directors, all Division Directors, the trio (District Director, Programme Quality Director, Club Growth Director), Administration Manager, Finance Manager, Public Relations Manager and Immediate Past District Director. He also extended speaking rights only 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  
Wendy Booth – District Conference 2022 Chairman

**5. Apologies**

Apologies were received from:

Audrea Warner – Area Director N3  
Shruti Jani – Area Director N5  
Leighton Gelling – Area Director P2

Helen Hunt – Area Director Q5  
Fiona Perry – Area Director R1  
Steve Holroyd – Area Director R2

**THAT THESE APOLOGIES BE ACCEPTED**

MOVED: Marlene Krone – Administration Manager

**6. Confirmation of Agenda**

A report from the Immediate Past District Director is to be added to the agenda. A copy was posted in the chat box, and a further copy was sent to the District Administration Manager to upload to the District website.

There were no other items to be added.

**THAT THE AGENDA BE ADOPTED**

MOVED: James Hippolite, Club Growth Director

SECONDED: Wendy Wickliffe, Programme Quality Director

CARRIED

**7. Confirmation of Minutes of the Virtual District Executive Committee Meetings held on Saturday 11 September 2021**

The minutes of the Virtual District Executive Committee Meetings held Saturday 11 September 2021, as circulated, were taken as read.

**THAT THE MINUTES OF THE DISTRICT EXECUTIVE COMMITTEE MEETINGS HELD ON SATURDAY 11 SEPTEMBER 2021 ARE CONFIRMED AS A TRUE AND ACCURATE RECORD OF THAT MEETING**

MOVED: Marlene Krone, Administration Manager

SECONDED: Isabel Carter, Division P Director

CARRIED

Action: The District Administration Manager was asked to delete the recording of the meeting held 11 September 2021, which she undertook to action.

**7.1 Matters arising from the Minutes**

There were no matters arising from the minutes.

**8. Correspondence**

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

**9. Urgent Matters**

**9.1 Appointments and resignations**

Since the September 2021 District Executive and District Council meetings, no further appointments or resignations were made. District Director Stephen congratulated District officers for the stable environment they bring to the District and for their dedicated work. The District has a strong and stable team.

## **9.2 New club allocation**

Since the September 2021 District Executive meeting, the newly chartered Countdown to Speech Masters Club (No. 7935701) was allocated to Area O2 on 22 September 2021. The club sponsors are Ben Ross and Sharon Kerr-Phillips. The club mentors are Nathan Piahana and Meegan Herewini. District Director Stephen congratulated Ben, Sharon, Nathan and Meegan for their dedicated work to this club.

### **THAT THE DISTRICT EXECUTIVE APPROVE THE ALLOCATION OF COUNTDOWN TO SPEECH MASTERS CLUB TO AREA O2**

MOVED: Stephen Budai, District Director

SECONDED: Elizabeth Viljoen, Public Relations Manager

CARRIED

## **9.3 Change to DP 9.4**

A change to District Procedure 9.4 was proposed, to remove the requirement for the Immediate Past District Director to provide a report to every District Executive meeting, and to provide the option to do so when they have a contribution to make. Consultation took place with the Immediate Past District Director and past District Directors/Governors, and it was agreed that the proposed change be made.

The wording of DP9.4 would be amended as follows:

*DP 9.4 – Division Directors, District Director, Program Quality Director, Club Growth Director and District Public Relations Manager, will provide a report to the Administration Manager 21 days prior to District Executive meetings. The Immediate Past District Director has the option of providing a report. The agenda, reports, notices of motion received, and any other item specified in Pro 7.1 (5) are to be published on the District Website at least 14 days prior to the meeting. All clubs and District Officers shall be advised when papers are made available on the website.*

### **THAT THE DISTRICT EXECUTIVE APPROVE THE AMENDMENT TO DP 9.4 AS STATED ABOVE**

MOVED: Wendy Wickliffe, Programme Quality Director

SECONDED: Ben Ross, Division O Director

CARRIED

## **9.4 TI Policy 6.0**

TI Policy 6.0 relates to District contests. The Board of Directors of Toastmasters International set Policies and Bylaws that guide the running of contests. The International President and Chief Executive set the TI Protocols from which Districts set their Bylaws and governing documents.

Policy 6.0 was adopted by the TI Board of Directors in March 2019, however, it seems that it has gone unnoticed in New Zealand. This policy overrides the Contest Rule Book which is Protocol, and it also overrides District 112 Procedures relating to contests.

Section 1B of Policy 6.0 states that Districts may conduct up to three (3) additional English speech contests each year. The District Director recommends the contests to be conducted, subject to the approval of the District Executive Committee at its first meeting of the programme year.

The District was desirous that this policy be adopted from July 2022.

Actions to note for the new programme year:

1. A meeting of the incoming District Executive Committee to take place in early July (each year) to confirm the contests for the District and advise clubs before they start their club level contests.
2. D112 Procedures may not limit the application and intent of the TI Policy.
3. A meeting of the Trio, Division Directors and District Parliamentarian to take place to look at the required changes to District procedures.
4. Changes to District procedures to be ratified at the May District Executive Committee meeting.

## 10. Finance Manager's Report

Finance Manager, Baptist Lobo, presented the District Profit and Loss Report for the period 1 July to 31 October 2021. He commented that there have been very few expenses to process since 1 July 2021.

### **THAT THE FINANCE MANAGER'S REPORT BE RECEIVED**

MOVED: Ben Ross, Division O Director

SECONDED: Neville Isherwood, Division R Director

CARRIED

## 11. Division Directors' Reports

All Division Directors' reports were received 21 days prior to this District Executive Committee meeting and published on the District website.

Division directors' provided verbal updates to their reports, as follows:

Division K Director – Sabrina Naseem

Nothing further to report.

Division L Director – Suzy Elks

There has been a significant decrease in membership since the report was submitted on 14 October.

- L1 - 30% decrease in members
- L2 - 17% decrease in members
- L3 - 19% decrease in members
- L4 - 15% decrease in members
- The above represents a 21% decrease in members for the division, primarily an impact of the extended Covid lockdown.
- No updates on new clubs. Whenuapai Air Base is currently focussing on business organisational and operational matters at this stage. However, plans are in place to resume conversations with the air base commander next week.

Division M Director – Shyamal Maharaj

- There are some changes to the number of paid-up clubs reported previously, mainly because of corrections around those clubs unable to submit their dues on time.
- Clubs are going well and eager to come out of level 3 and rejoin club contests in person.

Division N Director – Angela Radosits

Nothing further to report.

Division O Director – Ben Ross

- Since the last update, there is approximately a 20% reduction in members across the division and, according to reports from area directors, this is due mainly to members holding off to see if the District goes back to face-to-face contests next year.
- Meadowbank has been suspended by TI.
- Countdown has chartered into Area O2.

Division P Director – Isabel Carter

- Membership numbers are down in many areas. There is one club with a membership under eight, and support is being provided to help them build up their numbers.

Division Q Director – Richard Perkins

- One club in the division has seven members. This club is in Kawerau and is not meeting at the moment, It is a challenge to get this club to charter strength.

Division R Director – Neville Isherwood

- The Division contest that was booked for 30 October has been postponed due to a lack of eligible judges. A discussion with the top table concluded that three judges were insufficient to run a division contest.

## 12. Public Relations Manager's Report

Public Relations Manager, Elizabeth Viljoen, had nothing further to add to her report. Instead, she requested everyone to visit the division pages on the website and 'like' them. These pages are active and performing well.

## 13. Club Growth Director's Report

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

- Status of clubs in formation:
  - Commercial Bay - pending application
  - Equinox IT - pending intro meeting
  - Ministry of Business Innovation and Employment - pending intro meeting
  - Northern Impromptu - pending application
  - NZ Chinese Accounting Professionals and Association – date of first demo meeting to be confirmed next week
  - RNZAF Whenuapai Air Base – pending application
  - Waikato Regional Council – pending intro meeting
  - Wairoa District Council – pending demo meeting
  - Wynyard Quarter – pending application
  - Zesbri Mount Maunganui – pending intro meeting

- Retentions from the September renewals -as at today's date:
  - Active clubs – 154
  - Low clubs – 5
  - Ineligible club – 3
  - Equals a total of 162, less 1 new club in Division O = a base total of 161, representing a total of 154 active clubs

This represents a slip of 6 clubs from our previous number of 160. The challenge is to salvage the low and ineligible clubs as well as charter one new club per division to meet the target goal of Select Distinguished for the District.

- Club growth initiatives  
Areas who planned, conducted and successfully published minutes of their council meetings before 30 August are as follows:

Area Director	Area
Daniel Wang	K4
Debbie Crankshaw	K5
Kate Scanlen	N1
Audrea Warner	N3
Penny Kennett	O1
Nathan Piahana	O2
Kulesh De Silva	O3
Meegan Herewini	O4
Jess Vargas	P5
Agnes Mazot	Q1
Beatrix Theobald	Q2

Areas who successfully booked, held and reported on all their club area director visits before 30 September are as follows:

Area Director	Area
Ines Curin	K3
Fiona Hippolite	L1
Hamish Van Lier	L2
Penny Kennett	O1
Leighton Gelling	P2

- Marketing support for clubs – clubs with more than \$1000 in their bank accounts were urged to spend it now on their marketing needs. Clubs with less than \$1000 in their bank accounts and need marketing funds can apply to district for funding. Application for marketing funds is available on the District website.
- Club coaches – Thomas Newman joined the pool of club coaches in October/November. He is the second coach for Technically Toastmasters club.
- List of clubs with active coaches:

Club	Club Name	Coach 1	Coach 2
0000680	Varsity Club	Dean Ching Yee, DTM	
0000848	Meadowbank Toastmasters	Penny Kennett, LD4	Michelle Reading, LD5



0003830	Pakuranga Club	Kulesh de Silva, IP3	Michelle Reading, LD5
0005605	CHB Toastmasters Club	Jacqui Hartley-Smith, ACG	Anna Coleman, IP4
0006289	Arawa Club	Richard Perkins, DTM	Kathryn Warbrick, LD2
0006480	Ellerslie Sunrise Toastmasters	Nathan Piahana, IP4	
0007685	Kawerau Toastmasters	Anne-Marie Andrews, EC3	Richard Perkins, DTM
0008871	Manurewa T.A.L.K. Toastmasters	Jennifer A. Kerr, DTM	
0009536	Eastland Toastmasters	Helen Hunt, DTM	
0009635	Wired For Sound Toastmasters Club	Jess Vargas, MS3	
0622009	Takapuna Midday Toastmasters Club	Glenda George, PM3	
1026631	On Top Toastmasters	Murray Coutts, DTM	
1189695	AUT Toastmasters	Angela Hollings, IP5	Sabrina Naseem, LD5
1257671	Technically Toastmasters	Sabrina Naseem, LD5	Thomas Newman
2626321	Speak Ezy	Katrina Matich, DTM	Meegan Herewini, EC4
4196347	IPU New Zealand Toastmasters	Ian Hopkirk, PM4	
5316066	Tohi Toastmasters	Morgan Dolfing, VC4	
7654666	Datacom Toastmasters	Angela Radosits, SR2	Dean Ching Yee, DTM

In addition, there are 46 clubs with 12 or few members who need coaches, and clubs with 13 or more members who need support. Club Growth Director, James urged district officers to help out where they can.

#### 14. Programme Quality Director's Report

Programme Quality Director, Wendy Wickliffe, presented an update to her report as follows:

- Educational awards
  - 581 educational awards have been submitted – this included 136 more awards since her last report
  - 32 triple crown recipients
  - No DTMs
- Club Officer Training
  - Delivery of the training will be completed at District level
  - Division and Area Directors and members of the training team will help with presenting
  - Zoom team will take care of back of house logistics and registration. They will also assist with any future district zoom events
  - The concept of a hybrid club officer training will be revisited again next year
  - As a result of feedback from club officers, COT Round 2 starting on 18 November will have a different format. Club officers will have a choice of workshops to attend. There will be three workshops of one hour duration each. The club officer breakout session

will also run for one hour. Club officers will need to attend only one workshop and one club officer breakout session, making a total of two hours training. Club officers may choose to attend both a workshop and breakout session at one training date, or one of each at different training dates

- The Distinguished Club Programme training goal will not be registered in District Central until the officer meets the requirement of one officer breakout and one workshop. If an officer holds multiple officer roles, they need to attend two officer breakout sessions
- For COT Round 1 in 2022, the format of the training will consist of breakout sessions for first time club officers and for advanced club officers. Statistics show that 45% of officers attending training are in their roles for the first time
- Contests
  - Divisions P, Q and R have held their area contests. Others are still waiting for a change in lockdown to be able to hold their area contests in person
  - Division conferences – if these are not able to be run before Christmas, they can be scheduled for early in 2022. Some dates have been reserved in early 2022 to run all four contests. The dates are 26 March 2022 for Divisions K, O and R; 2 April 2022 for Divisions L, N and Q; 9 April 2022 for Divisions M and P
  - No area or division contests can be conducted online as members voted to hold all area, division and district contests in person
- Pathways Questionnaire
  - A total of 402 responses to the questionnaire were received. Division Q received 96 responses, Division O received 77 responses and other divisions received between 37 and 38 responses
  - Division Directors were reminded that they will be presenting a one-minute table topic on their Pathways questionnaire
- Proposed motion regarding the District Incentive

The incentive for the Pathways Questionnaire was covered in the recent District newsletter, including terms and conditions for the incentive. A correction to the terms and conditions was required to bring it into alignment with District Procedure 11.

**MOVED THAT THE MOTION TO APPROVE THE PATHWAYS INCENTIVE AS REQUIRED BY DISTRICT PROCEDURE 11 AS PUBLISHED ON THE WEBSITE BE APPROVED**

MOVED: Wendy Wickliffe, Programme Quality Director

SECONDED: Sharon Kerr-Phillips, Immediate Past District Director

CARRIED

There was no opposition to the motion.

- District Conference – 6-8 May 2022

Wendy Booth, Conference Chairman, provided an update on the conference.

- The contract for the conference has been signed by the District Director, Stephen
- The conference will be held at the Great Lakes Centre in Taupo
- The theatre will seat 348 people
- The registration form will be available on the District website within a few days. Please complete the form and register your attendance
- The programme is packed full of exciting and interesting events such as workshops, keynote speakers, contests, the District Council meeting and the popular Saturday night dine and dance. The dine and dance will be themed “Volcanos and Eruptions”



- Elizabeth Viljoen and Jane Stephen are taking care of the marketing and promoting of the conference
- Sean Walton and Anna Coleman are taking care of the selection of keynote speakers
- A montage of club banners will be shown at the start of the conference, and the executive was asked to contact clubs to take a photo of their banner with their members and send them to Wendy Booth. Murray Coutts will provide a statement around privacy to go on the conference website
- Sponsorships – Wendy Booth requested some help with sponsored items for speakers and the goodie bags. If anyone could help to please get in touch with Wendy Booth
- The registration fee for the conference is \$112

**MOVED THAT THE TAUPO CONFERENCE REGISTRATION RATES AND ASSOCIATED TERMS AND CONDITIONS BE APPROVED**

MOVED: Wendy Wickliffe, Programme Quality Director

SECONDED: Neville Isherwood, Division R Director

CARRIED

Murray Coutts sought confirmation that there will be lunch for the executive on Friday 6 May following the District Executive Meeting. Wendy Booth confirmed that lunch will be arranged for the executive. The programme for the conference will be available soon after this meeting.

In response to a question from Neville Isherwood about the availability of accommodation in Taupo for attendees, Wendy Booth advised that a note about accommodation will be available on the Conference website.

- 2023 May Conference  
Two bids have been received for the 2023 District Conference. These bids are available on the District website. There is a level of uncertainty around these two venues as one is up for sale, and the other is a MIQ facility. Any forward bookings cannot be guaranteed at this time.

Wendy Wickliffe proposed the following compromise motion:

**THAT THE 2023 DISTRICT 112 CONFERENCE BE HELD IN THE AUCKLAND CITY. THE SELECTION OF THE VENUE TO BE DEFERRED TO A FUTURE DISTRICT EXECUTIVE COMMITTEE MEETING**

MOVED: Wendy Wickliffe, Programme Quality Director

SECONDED: Neville Isherwood, Division R Director

CARRIED

- Covid-19 Protocols

District Director, Stephen, reiterated that the District is doing everything it can to ensure the health and safety of its members during the current Covid lockdown, especially around contests, club meetings and the May 2022 conference. Covid protocols provided by the Government are strictly followed to guide and ensure the safety of members.

## 15. District Director's Report

District Director, Stephen Budai, provided verbal updates to his report, as follows:

- Payments to date - 2574 (88 short of target).
- Dashboard at TI shows District 112 is ranked 14<sup>th</sup> in the world for member payments, and 4<sup>th</sup> in the Region.
- The District currently has 154 clubs and ranks 11<sup>th</sup> in the world (previously 41<sup>st</sup>).
- In terms of districts with the highest percentage of clubs with 20 members or more, District 112 ranks 48<sup>th</sup> in the world, compared with D72 at 74<sup>th</sup> in the world.

Overall, District 112 is a strong performing district. District Director Stephen thanked everyone for their contributions and dedication to District 112.

## 16. Immediate Past District Director's Report

Sharon Kerr-Phillips presented her report as published and added that most of what she does is already published in the District newsletters. Her report therefore focuses on acknowledging those members who won awards last year. DTM recipients who weren't recognised at last year's awards dinner will be recognised this year.

The district incentives are slowly being distributed to clubs. The challenge has been the inability to get these incentives posted out to clubs in a lockdown environment

## 17. 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: Marlene Krone, District Administration Manager

SECONDED: Neville Isherwood

CARRIED

It was noted that all contest trophies need to be located and returned to the District in time for the next round of contests at the May 2022 Conference.

Toni Sharp queried how the District was addressing contests in rural areas where there are few judges available to judge at contests. The contest rule relating to judges was quoted, which states:

“At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member”

## 18. General Business

There were no items of general business.

## 19. Close

The meeting closed at 8.33pm.

The next meeting of the District Executive Committee will be held on Friday 6 May 2022.  
Venue and start time to be advised later.

### List of attendees:

John O'Leary	AD K1
Daniel Wang	AD K4
Fiona Hippolite	AD L1
Hamish Van Lier	AD L2
Clifford Kerr-Phillips	AD L4
Robert McLaren	AD M1
Graham Gunn	AD M3
Loes St.Ather	AD M5
Kate Scanlen	AD N1
Appu Geetha Byju	AD N4
Penny Kennett	AD O1
Nathan Piahana	AD O2
Kulesh de Silva	AD O3
Meegan Herewini	AD O4
Liam Oades	AD O5
Te Maramatanga Hohaia	AD P1
Vanshika Prakash	AD P3
Ralph Connor	AD P4
Agnes Mazot	AD Q1
Anne-Marie Andrews	AD Q3
Marcus van Irsel	AD R3
Sabrina Naseem	DivD Division K
Suzy Elks	DivD Division L
Shyamal Maharaj	DivD Division M
Angela Radosits	DivD Division N
Ben Ross	DivD Division O
Isabel Carter	DivD Division P
Richard Perkins	DivD Division Q
Neville Isherwood	DivD Division R
Stephen Budai	District Director
Wendy Wickliffe	Programme Quality Director
James Hippolite	Club Growth Director
Elizabeth Viljoen	Public Relations Manager
Marlene Krone	Administration Manager
Baptist Lobo	Finance Manager
Murray Coutts	Parliamentarian
Sharon Kerr-Phillips	Immediate Past District Director
Toni Sharp	District Mentor
Alun Chisholm	District Statistician
Wendy Booth	2022 Conference Chair