



**Minutes of District 112 Virtual Executive Committee Meeting
held via Zoom Conferencing on
Friday 6 May 2022 starting at 1:30 pm**

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

1. Call to order and welcome

District Director, Stephen Budai, called the meeting to order and extended a warm welcome to everyone present. Procedures for a virtual District Executive Committee (DEC) meeting were outlined, including the deletion of the recording for this meeting once the next DEC meeting approves these minutes.

District Director Stephen acknowledged that this is the last DEC meeting for his term in office and conveyed his sincere thanks and appreciation to all District Officers for their hard work and cooperation throughout the course of the year.

2. Confirmation of Quorum

District Parliamentarian, Murray Coutts, advised that a quorum had not yet been reached but was aware that some members were having connectivity issues. He would confirm once we have a quorum. The meeting was adjourned for five minutes.

District Director Stephen welcomed everyone back and invited Programme Quality Director, Wendy Wickliffe, to read the mission of the District.

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 being the District Director, Programme Quality Director and Club Growth Director, Administration Manager, Finance Manager, Public Relations Manager and Immediate Past District Director.

Speaking rights were extended to:

Murray Coutts DTM - District Parliamentarian
All past District Directors or District Governors
Troy Smith - Zoom Master
Toni Sharp QSM, DTM, PDD - District Mentor
Mike Diggins DTM – District Webmaster
Alun Chisholm DTM, PDG - District Statistician
Dean Ching Yee DTM – District Alignment Committee Chairman
Wendy Booth – Chairman of the District Conference 2022

5. Apologies

Apologies were received from:

Fiona Hippolite – Area Director L1

Kate Scanlen – Area Director N1

Meegan Herewini – Area Director O4

Te Maramatanga Hohaia – Area Director P1

Toni Sharp – District Mentor

Beatrix Theobald – Area Director Q2

Fiona Perry – Area Director R1

Steve Holroyd – Area Director R2

Marcus van Irsel – Area Director R3

THAT THESE APOLOGIES BE ACCEPTED.

MOVED: Marlene Krone – Administration Manager

6. Confirmation of Agenda

There were no items to be added to the agenda.

THAT THE AGENDA BE ADOPTED

MOVED: James Hippolite, Club Growth Director

SECONDED: Ben Ross, Division O Director

CARRIED

7. Confirmation of Minutes of the Virtual District Executive Committee meeting held on Friday 5 November 2021

The minutes of the Virtual District Executive Committee meeting held Friday 5 November 2021, as circulated, were taken as read.

THAT THE MINUTES OF THE DISTRICT EXECUTIVE COMMITTEE MEETING HELD ON FRIDAY 5 NOVEMBER 2021 ARE CONFIRMED AS A TRUE AND ACCURATE RECORD OF THAT MEETING.

MOVED: Marlene Krone, Administration Manager

SECONDED: John O'Leary, Area Director K1

CARRIED

The District Administration Manager was asked to delete the recording of the District Executive Committee meeting held on 5 November 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 Committee meeting.

9. Urgent Matters

9.1 District appointments

Since the 5 November 2021 District Executive Committee meeting, Anne-Marie Andrews has resigned as Area Director for Q3. This role was not filled as the term was concluding at 30 June 2022.

9.2 New club allocation

Since the 5 November District Executive Committee meeting, Commercial Bay Toastmasters Club 7957725 was chartered into Area N4. District Director Stephen congratulated the club sponsors, Richard Perkins DTM and Bedour Jamal Al-Naqi, as well as the club mentors Ben Ross DTM and Sandy Hu DTM, for their work with this new club.

THAT THE DISTRICT EXECUTIVE APPROVE THE ALLOCATION OF COMMERCIAL BAY TOASTMASTERS CLUB 7957725 TO AREA N4

MOVED: Stephen Budai, District Director

SECONDED: Wendy Wickliffe, Programme Quality Director

CARRIED

9.3 Ratification of move to online contests

At the 23 July 2021 District Executive Committee meeting, a decision was made that all contests would be held in person. At the Town Hall meeting on 25 February 2022, expressions were made to revert to online meetings due to the insurge of Omicron infections across the country. A further decision was made to hold all contests online. That decision now needs to be formally ratified.

THAT THE MOVE TO ONLINE CONTESTS IS RATIFIED

MOVED: Elizabeth Viljoen, Public Relations Manager

SECONDED: Ben Ross, Division O Director

CARRIED

10. Finance Manager's Report

10.1 District 112 Audit Report for July-December 2021

Finance Manager, Baptist Lobo, presented the District 112 Audit Report for the period July to December 2021. The report states that all expenses of the District have been properly recorded with supporting documents attached. The Audit Committee, chaired by Jillnaught Wong, provided a signed unblemished Audit Report. This report is published on the District website.

THAT THE DISTRICT 112 AUDIT REPORT FOR THE PERIOD JULY-DECEMBER 2021 BE RECEIVED

MOVED: Baptist Lobo, Finance Manager

SECONDED: Neville Isherwood, Division R Director

CARRIED

10.2 District 112 Financial Statement for period 1 July to 31 December 2021

Finance Manager, Baptist Lobo, presented the District 112 Financial Statement for the period 1 July to 31 December 2021. He commented that the accounts were within budget. There were less expenses incurred in this period due to Covid. This report is published on the District website.

Murray Coutts referred to the expenses column and queried why the education and training, speech contests, club growth and courier expenses were showing a negative amount. Baptist explained that they were accruals for expenses incurred last year but the invoices had not been received. These invoices are expected to come in before 30 June 2022.

THAT THE DISTRICT 112 FINANCIAL STATEMENT FOR PERIOD 1 JULY TO 31 DECEMBER 2021 BE RECEIVED

MOVED: Baptist Lobo, Finance Manager

SECONDED: Marlene Krone, Administration Manager

CARRIED

10.3 District 112 Profit & Loss Report for period 1 January to 31 March 2022

Finance Manager, Baptist Lobo, presented the District 112 Profit & Loss Report for period 1 January to 31 March 2022. Overall, the District spent less money this year compared with last year, and this was due mainly to Covid. Wendy Wickliffe added that the current marketing campaign to attract members to clubs will soak up funds from this year's budget. There is also the expense for the joint television marketing campaign with D72 incurred in April, and that is not included in this report.

In response to a question from Toastmaster Clarence Tong as to what plans the District has to curb the decline in club numbers in the District, District Director Stephen commented that the District is continually planning and seeking ways to bring members to clubs. Currently, the District has a small number of clubs requiring one of two members to reach "club in good standing" status and every effort is being made to attract new members to those clubs. There is also the marketing funds that clubs have access to for their marketing campaigns. The District adopts an open-door policy to marketing and public relations ideas from members. Toastmaster Clarence thanked District Director Stephen for his comments.

THAT THE DISTRICT 112 PROFIT & LOSS REPORT FOR PERIOD 1 JANUARY TO 31 MARCH 2022 BE RECEIVED

MOVED: Baptist Lobo, Finance Manager

SECONDED: Wendy Wickliffe, Programme Quality Director

CARRIED

10.4 Year End

Finance Manager Baptist advised that he will be sending an Asset Schedule to all Division Directors for them to record their Division assets, and who has them. The form is to be signed by the outgoing and incoming Division Directors and is to be returned to the Finance Manager on or before 5 July 2022.

The form serves three purposes:

- a) it meets the requirements of Protocol 8.1 which requires each District to maintain an assets register, with written procedures to account for and smoothly transfer the assets to the following administration;
- b) this information is required for the District Financial Statement; and
- c) informs your successor of the assets of the division, including Division Trophies and who holds them.

Confirmation of quorum

At this point of the meeting, District Director Stephen was advised by District Parliamentarian Murray that a quorum for this meeting has been reached.

11. District 112 Realignment Report 2022-2023

The Chairman of the Realignment Committee, Dean Ching Yee, presented his Realignment Report. The main changes relate to the realignment of clubs in Divisions M and O, and a swapping of clubs within Division P to balance the strengths and support for clubs in the areas P1 and P2.

The realignment is as follows:

Club	Club Number	Moving from	Moving to
Morning Toast	3242	O1	<u>M2</u>
Remuera Toastmasters Club	3398	O1	M2
Orakei Toastmasters Club	7721	O1	M4
Meadowbank Toastmasters	848	O1	O2
Eastern Bays Club	7664	O1	O2
Onehunga Club	670123	O2	M3
Countdown To Speech Master	7935701	O2	O4
Pukekura Toastmasters Club	2176	P2	P1
Moturoa Toastmasters Club	1012596	P1	P2

The report was prepared before the results of the March renewal round was known. Since then, Countdown and Magnetism have filed papers for dissolution and will be removed from the Toastmasters International dashboard.

THAT THE DISTRICT 112 EXECUTIVE COMMITTEE RECOMMENDS TO THE DISTRICT COUNCIL THE ADOPTION OF THE MOTION IN THE REPORT OF THE DISTRICT ALIGNMENT COMMITTEE

MOVED: James Hippolite, Club Growth Director

SECONDED: Ben Ross, Division O Director

CARRIED

In the event that Intergen Auckland Club has not renewed by the time the Realignment Report is submitted to Toastmasters International, the Kura Korero O Microsoft Club from N1 will be added to N5 in order to meet the minimum number of four clubs in the area. Division N Director, Angela Radosits, added that Intergen Auckland Club was intending to renew its members fees as soon as they had access to member renewals at TI.

THAT THE DISTRICT EXECUTIVE RECOMMENDS THAT THE FOLLOWING BE ADDED TO THE MOTION IN THE REPORT OF THE DISTRICT ALIGNMENT COMMITTEE THAT KURA KORERO O MICROSOFT 7892896 MOVES FROM AREA N1 TO AREA N5

MOVED: Marlene Krone, Administration Manager

SECONDED: Neville Isherwood, Division R Director

CARRIED

The Realignment Report is published on the District website.

12. Division Directors' Reports

All Division Directors' reports were received by due date and have been published on the District website. Division Directors were asked to provide updates, if any.

12.1 Division K Director, Sabrina Naseem, moved that her report be received, with no further updates.

12.2 Division L Director, Suzy Elks, moved that her report be received with the following updates:

- The Warehouse Group has gone from 33 members to zero members, and it appears they will not be renewing. This is unfortunate news and efforts are being made to try and help this club.
- The Royal New Zealand Airforce Base contacts have met with their shareholders and there are still restrictive procedures in place on base. This is likely to lift in the next two months and there is hope that a meeting will take place on base shortly thereafter.

12.3 Division M Director, Shyamal Maharaj, was not present, however, Area Director M3, Graham Gunn, moved that the Division M report be received, with no verbal updates.

12.4 Division N Director, Angela Radosits, moved that her report be received, with the following updates:

- Intergen Toastmasters Club is currently showing zero members in club central, but the club currently has 9 members and 2 potential members and are having difficulty renewing their members at TI. They intend to continue as a club. The member registration site at TI is currently unavailable until 23 May 2022.

12.5 Division O Director, Ben Ross, moved that his report be received, with the following updates:

- Countdown has filed a resolution for dissolution, and this has been recognised at District Central.
- Magnetism has not renewed and are showing no interest to renew. I will be asking them to formally dissolve.
- Te Papa and MITe are looking to merge given they have lost over 50% of members in both clubs.

- Manukau dropped out of good standing, and a club coach has been appointed to them, including 2 extra veteran toastmasters to help bring them back up to good standing by 30 June this year.

12.6 Division P Director, Isabel Carter, moved that her report be received, with the following verbal updates:

- Ruakura and Wired for Sound are looking to merge due to loss of members.

12.7 Division Q Director, Richard Perkins moved that his report be received, with no further updates.

12.8 Division R Director, Neville Isherwood, moved that his report be received, with the following updates:

- The proposed new club in Wairoa has been put on hold due to the club proposer being unwell.
- Jet Aviation at Ohakea have expressed interest in setting up a Toastmasters club in the organisation. A proposal has been sent to them.
- Talk of the Town and Palmerston North clubs are discussing holding joint meetings due to lack of members at their club meetings. They currently have 8-9 members each. I will be following up with them.
- IPU is struggling with loss of members.

13. Public Relations Manager's Report

Public Relations Manager, Elizabeth Viljoen, moved that her report be received, with no verbal updates.

14. Club Growth Director's Report

Club Growth Director, James Hippolite, moved that his report be receive, with the following updates:

- Status of clubs in formation now total 14.
- Retentions from the March renewals has increased to 85% from 80%. This represents 136 clubs have renewed.
- Membership payments have increased slightly to negative 15% from negative 16%.
- Distinguished clubs are at 10% of target. There are currently 17 Distinguished Club.

15. Programme Quality Director's Report

Programme Quality Director, Wendy Wickliffe, moved that her report be received, with the following updates.

- An additional 50 Pathways levels have been submitted, making a total of 1092 Pathways levels submitted to date.
- Triple Crowns have increased from 84 to 89.
- Training dates for the incoming Division Directors have been confirmed for 28 and 29 May 2022. At the same event there will be a strategy meeting between the outgoing and incoming teams on how to reach Distinguished status for the District by 30 June 2022.
- Area directors training will be online in June 2022 (date to be advised).

- DEC and District Officers training is confirmed for 9 July 2022. An important item on the agenda will be contests.
- A spelling error in the names of two contestants was spotted and corrected. They related to the spelling of Gerard Hulst's name, and Roslynn Young's name.

15.1 Bids for the May 2023 Conference

Programme Quality Director, Wendy Wickliffe, advised that the formal bid for the 2023 Conference has been received and approved by the Executive Committee. The 2023 Conference will be held in Auckland at the Karaka Pavillion in South Auckland. The presentation for the conference will be provided at the District Council meeting on 7 May 2022.

As a point of clarification, District Parliamentarian Murray Coutts pointed out that Council is not required to approve conference bid on this occasion as the bid was not received in time for it to be presented to a Council meeting. It is therefore the role of the District Executive to approve the formal bid.

16. Immediate Past District Director's Report

Immediate Past District Director, Sharon Kerr-Phillips, presented her report as published. She acknowledged the incredible work by the members of the District Leadership Committee (DLC) resulting in a conclusive report of the DLC submitted to the District Director on time. She thanked all those involved for their work. The report missed the deadline for publication on the District website and in this regard, Sharon suggested that, going forward, the District Director receives a reminder from the District Parliamentarian ahead of due date to avoid such delays occurring.

17. District Director's Report

District Director, Stephen Budai asked that his report, as published, be received. There were no further updates.

18. Consideration of the Reports

In regard to the Club Growth Director's report on clubs in formation being 14, there is in fact only one club that is in formation. That is, this club has paid for the new club charter kit and is actively recruiting the required number of members in order to charter. The other 13 clubs are in the process of being chartered and have not paid their charter kit. Some have appeared on the clubs in formation list for more than two years and this could mean that their application to charter has lapsed. Therefore, the Club Growth Director's report should state that only one club in formation, not 14.

In regard to clubs that have closed or may close, any funds remaining in the club must be donated to another in the area, or to the District. The funds must remain in the organisation. It is imperative that Division Directors are aware of the treatment of unused funds for closed clubs, and for them to communicate this to the clubs.

**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: Ben Ross, Division O Director
SECONDED: John O'Leary, Area K1 Director
CARRIED

19. General Business

19.1 Motion 1

This motion refers to the timing of area and division contests within a Toastmasters Year. There are two parts in the proposed changes.

- [a] Getting the information to the clubs, so that they can organize their contests. Proposed DP 9.2 and DP 3.2 cover this; and
- [b] Division and Area Contests
The dates of the Division Contests and what contests they will hold are covered in DP 3.7.1.

Instead of rigid rules regarding the timing of Area Contests, the Division Director may issue guidelines to their District Council. DP 3.7.2.

That the following amendments to the District 112 Procedures be approved.

- [a] **A new District Procedure 9.2 be approved, with subsequent clauses being renumbered.**
DP 9.2 The Incoming District Executive Committee shall hold its first meeting in July of each year, to facilitate amongst other things TI Policy 6.0 Section 1B.
- [b] **DP 3.2 be replaced with:**
DP 3.2 Once the selection of the optional contests has been approved by the first meeting of the District Executive (Policy 6.0 [1B]), the Program Quality Director shall advise the selection to all clubs, within one week of the meeting.
- [c] **DP 3.7.1 and 3.7.2 be replaced with:**
DP 3.7.1 The District Executive, on the recommendation of the Program Quality Director, may at its first meeting approve a timetable which specifies, the weekends during which the different Divisions shall hold their Division finals, and which contest finals shall be held at that Division Conference.
DP 3.7.2 The proposed dates of Area Contests need to be approved by the Division Director.
- [d] **Existing District Procedures 3.7.3 and 3.7.4 be deleted and remaining clause in 3.7.5 be renumbered as 3.7.3**

MOVED: Marlene Krone, Administration Manager
SECONDED: Richard Perkins, Division Q Director
CARRIED

19.2 Motion 2

This motion refers to District Ribbons. No ribbons were presented by this District in the 2019-20 year (District Director, Neil Stichbury), or in the 2020-2021 year (District Director, Sharon Kerr-Phillips). With the majority of clubs now having the pull up banners, ribbons cannot be attached to these.

Discussion took place on the value of ribbons to clubs, that clubs like to receive ribbons to display on their banners, and those ribbons are an effective marketing tool for clubs. The discussion concluded that the branding design in the procedures can be removed because it has lapsed but will keep the requirement for issuing District ribbons.

That the references to Ribbons in Part C (District Awards) in the District 112 procedures be removed

As there was an opposition to this motion, a vote by poll was conducted.

The motion was defeated.

19.3 Motion 3

This motion relates to District Procedure 6.3, which states that the District Administration Manager shall maintain a perpetual D112 Roll of Honour on the District Website and a **soft** copy. A hard copy means a paper copy. Soft copy includes an electronic copy separate from the website.

That the word “hard” be replaced with the word “soft” in District Procedure 6.3

MOVED: Marlene Krone, Administration Manager

SECONDED: Ben Ross, Division O Director

CARRIED

19.4 Motion 4

This motion relates to a change to the date for receiving District citations. This gives more time to receive nominations and still gives enough time before the May conference to select the recipient(s) and to engrave the plaques.

That the due date for receiving nominations for a District 112 Citation be changed to 15 April

MOVED: James Hippolite, Club Growth Director

SECONDED: Marlene Krone, Administration Manager

CARRIED

19.5 Motion 5

This motion relates to the due dates for receiving nominations for awards. The close off date for receiving nominations is normally the last day of the month.

That the closing date for nominations for the Chrissy Meyer Cup for District Toastmaster of the Year, The Laurel Francis Cup for Club Coach of the Year, and the Kingsley Moody Shield for Club Public Relations be changed from 30 July to 31 July

MOVED: Elizabeth Viljoen, Public Relations Manager

SECONDED: Richard Perkins, Division Q Director

CARRIED

20. Close

This is the last District Executive Committee for this Toastmasters year. District Director, Stephen thanked everyone for their attendance.

The next meeting of the District Executive Committee will be held on Saturday 9 July 2022. 2022. Details to be advised.

The meeting closed at 3:14 pm.

List of attendees:

Agnes Mazot	Area Director Q1
Angela Radosits	Division N Director
Appu Geetha Byju	Area Director N4
Audrea Warner	Area Director N3
Baptist Lobo	Finance Manager
Beatrix Theobald	Area Director Q2
Ben Ross	Division O Director
Clarence Tong	Area Director M2
Clifford Kerr-Phillips	Area Director L5
Deborah Crankshaw	Area Director K5
Elizabeth Viljoen	Public Relations Manager
Felix Fleming	Area Director N2
Fiona Hippolite	Area Director L1
Graham Gunn	Area Director M5
Hamish Van Lier	Area Director L2
Helen Hunt	Area Director Q5
Ines Curin	Area Director K3
Isabel Carter	Division P Director
James Hippolite	Club Growth Director
Jess Vargas	Area Director P5
John O'Leary	Area Director K1
Kate Scanlen	Area Director N1
Kulesh de Silva	Area Director O3
Sandy Gelling	Area Director P2
Liam Oades	Area Director O5
Loes St.Ather	Area Director M5
Marlene Krone	Administration Manager
Meegan Herewini	Area Director O4
Nathan Piahana	Area Director O2
Neville Isherwood	Division R Director
Penny Kennett	Area Director O1
Ralph Connor	Area Director P4
Richard Perkins	Division Q Director
Robert Wightman	Area Director L3
Robert McLaren	Area Director M1
Sabrina Naseem	Division K Director
Sharon Kerr-Phillips	Immediate Past District Director



Shruti Jani
Shyamal Maharaj
Stephen Budai
Suzy Elks
Te Maramatanga Hohaia
Thomas Newman
Vanshika Prakash
Wendy Wickliffe

Area Director N5
Division M Director
District Director
Division L Director
Area Director P1
Area Director M4
Area Director P3
Programme Quality Director