District Conference 2023 July-August Report

A hidden gem nestled in the quiet and calm of Karaka, the Karaka Pavilion offers a range of unique spaces

Committee has not met since July – see below

A second catchup was scheduled for August 2nd, but due to a short notice work event, committee chair, Nathan Piahana, could not be present. It was decided to move to Friday the 5th, but eventually cancelled on the night when only two other committee members who knew about the change in meeting showed up.

Several scheduling conflicts, including 3x Div M, N & O Joint Area Councils, 3x COT sessions, regular club meetings, club contests, plus the Trio flying to TI Convention, has made it hard for all of us to find time, especially the many District Officers who are also on the committee. In short, it has been a hectic month, and we're time poor.

As a result, the August meeting was cancelled and we will resume with the next scheduled meeting in early September, the 6th. *See addendum at the end for the original agenda*, which may be adjusted with recent changes. A draft agenda will be sent by Monday, the 29th of August 2022.

Conference Theme Competition Update

At the last DOT, it was announced we intended to hold a naming competition where all members in the District, except any member of a club with a committee member was eligible. The prize was one conference ticket for the winning idea/name/theme.

The intent to offer a 'peoples vote' and be collaborative has been woefully unsuccessful – receiving only two **eligible** submissions. In response, as a matter of urgency, the committee now must decide at the September 6th meeting, whether to accept these two submissions and vote between them or withdraw the competition and decide amongst the committee.

If we decide to 'withdraw', I take full responsibility and apologise for any inconvenience this has caused, including a false sense of hope.

Comments from last report – no change

Report – short introduction of what we're up to
Ask for the members to come up with a theme for the conference. I propose the member with the winning theme will get their district admission costs paid for by the district.
Venue cost/dinner/drinks/security

Key Points

A committee of 10 met on the 11th of June and on the 5th of July to begin planning for the District Conference 2023. To date, Ben Ross, has done a lot of work organising and finding a venue, which he has presented. A few of us, have visited and been taken on a tour in both the Karaka Pavillion Bloodstock shed (Conference venue), and to Double One Tree Hilton (accommodation) where we got to take a tour of a few of the rooms available. Details and photos to be shown?

Dates

Budget Approval?
Committee Meetings?
The usual Friday has been removed because of TI recent decision to move DEC, DCM and Candidate Showcases to Online the conference is now two-days.
Conference Date – 6th and 7th of May 2023. Mother's day in 2023 is on the 14th of May, which sometimes is a concern.

Cost

Ticket cost is broken down at the assumption that 200 Toastmasters will attend. Based on this, ballpark figures are;

Conference
Conference + Dinner
Super Earlybird – pay before xyz date
Earlybird – pay before xyz date
Latecomers pay full price after xyz date

We also have a couple of District Incentives – District will pay for your conference admission, and accommodation, for clubs/members who achieve the following.

Exec

There are approx. 10 portfolios identified: Chair, Convenor, Contests, Dinner and Dance, Workshops, Keynotes, Registration, Website, Accommodation, Treasurer, Logistics, Floor Manager. See addendum for list of people.

Chair	Registration	Convenor	Contests	Floor Manager
Dinner & Dance	Workshops	Keynotes	Website	Accommodation
	Treasurer.	Logistics.	Other.	

The team at present have identified 2 potential sub-committees, Agenda Creation, Marketing.

Venue

Karaka Pavilion aka Bloodstock Sheds is where the Conference is held – pictured. No floor plan. The ground area is where dinner will be served. Upstairs bar, and other office. Through the double doors is the main bloodstock show off, with panoramic views, seating up to 650+ people, ten to fifteen rows with upto 79 seats per row. Do the math, this equates to approx. 650+ seating. Audio visual, screens along the walls, and above the presentation, speakers scattered throughout the auditorium.

Double Tree by Hilton is the accommodation is within walking distance from the venue, a mere 500 steps away, or a 4-minute walk. Ample parking everywhere as the entire area is gated, so it's safe. I asked hypothetically if someone was to get really trashed could they get a lift in a service-like-golf-cart and sadly was respectfully declined. So, word of advice, don't get too hammered.

District Council Meeting Dates

MEETING DATES		
Here is the full list of committee meeting dates.		
Date	**Month**	**Comments**
05/07/22	July 2022	Went ahead.
02/08/22	August 2022	Cancelled due to scheduling conflicts.
06/09/22	September 2022	Draft agenda will be sent to committee members this weekend – the 28th of August.
04/10/22	October 2022	
01/11/22	November 2022	
06/12/22	December 2022	
03/01/23	January 2023	This is during the Xmas + New Year break.
07/02/23	February 2023	This is the day after the Waitangi long weekend.
Meetings may become weekly as we get closer to District Conference - 6th and 7th of March.		
Date	**Month**	**Comments**
07/03/23	March 2023	
04/04/23	April 2023	
02/05/23	May 2023	This is the week of the District Conference

District Conference 2023 Monthly Meeting Dates

Monthly on a specific day, from hour to hour. Details to be added to District 112 Calendar.

Conference Chair Contact - conferencechair@d112tm.org.nz

ADDENDUM

Original 2nd Committee Meeting Agenda – 5th August

This meeting, as above, was cancelled and will be discussed at the next meeting, September 6th.

ATTENDANCE

Attendees	All portfolio leads
Apologies	None yet
Guests	Wendy, and tentatively named portfolio person(s)

ROLES

Timer	Meegan
Scribe	TBD
Motivator?	Sheryl? Since we did not agree on a goal last meeting, feel free to improvise, or we can skip and revisit the next meeting.

AGENDA

Topic	Detail
Call to order –	
Review previous actions 2/3/4	Skip to accountability section below agenda
Conference Goal 7/9/11	To be discussed more, we did not land on a conclusion last meeting.
Conference Theme Competition 8/9/10	Nathan has only received two conference themes: 1. Stewart – Karaka Cracker 2. Ivy – Sustainability *details below I was hoping for much better reception than this, do we rethink this?
Discuss Portfolios 19/22/25	Each person gets 1-2 mins to share an update.
Round Room 7/8/9	OPTIONAL – if time allows
Close meeting –	
NEXT MEETING	Back to original schedule, first Tuesday - September 6th. **Please refer to the calendar invite I've sent for the zoom link which is a recurring meeting.**

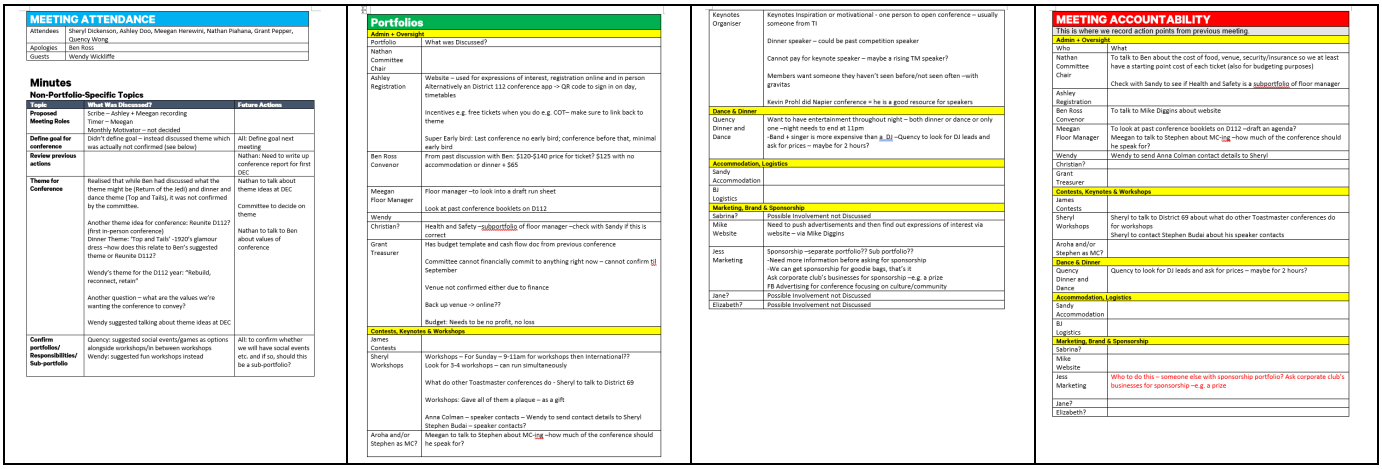
ACCOUNTABILITY

This is where we record action points from previous meeting.

Who	What
Admin + Oversight	
Nathan Committee Chair	To talk to Ben about the cost of food, venue, security/insurance so we at least have a starting point cost of each ticket (also for budgeting purposes) Check with Sandy to see if Health and Safety is a sub portfolio of floor manager Update 28/07 – Not yet done. Will follow-up by next week.
Ashley Registration	
Ben Ross Convenor	To talk to Mike Diggins about website
Meegan Floor Manager	To look at past conference booklets on D112 –draft an agenda? Meegan to talk to Stephen about MC-ing –how much of the conference should he speak for? Update 28/07 – MH confirmed and spoke with SB
Wendy	Wendy to send Anna Colman contact details to Sheryl
Christian?	
Grant Treasurer	
Contests, Keynotes & Workshops	
James Contests	
Sheryl Workshops	Sheryl to talk to District 69 about what do other Toastmaster conferences do for workshops Sheryl to contact Stephen Budai about his speaker contacts
Aroha and/or Stephen as MC?	Meegan to clarify who's doing what Update 28/07 – as above
Dance & Dinner	
Quency Dinner and Dance	Quency to look for DJ leads and ask for prices – maybe for 2 hours?
Accommodation, Logistics	
Sandy Accommodation	
BJ Logistics	
Marketing, Brand & Sponsorship	
Sabrina?	
Mike Website	
Jess Marketing	Who to do this – someone else with sponsorship portfolio? Ask corporate club's businesses for sponsorship –e.g. a prize
Jane?	

MINUTES EXCERPTS FROM 1st COMMITTEE MEETING - 5 JULY

The below minutes should demonstrate what we've been up to.



MEETING ATTENDANCE

Attendees	Sheryl Dickerson, Ashley Doo, Meegan Herewini, Nathan Piahana, Grant Pepper, Quency Wong
Apologies	Ben Ross
Guests	Wendy Wickliffe

Minutes

Non-Portfolio-Specific Topics

Topic	What Was Discussed?	Future Actions
Proposed Meeting Roles	Scribe – Ashley + Meegan recording Timer – Meegan Monthly Motivator – not decided	
Define goal for conference **Review previous actions**	Didn't define goal – instead discussed theme which was actually not confirmed (see below)	All: Define goal next meeting Nathan: Need to write up conference report for first DEC
Theme for Conference	Realised that while Ben had discussed what the theme might be (Return of the Jedi) and dinner and dance theme (Top and Tails), it was not confirmed by the committee. Another theme idea for conference: Reunite D112? (first in-person conference) Dinner Theme: "Top and Tails" -1920's glamour dress –how does this relate to Ben's suggested theme or Reunite D112? Wendy's theme for the D112 year: "Rebuild, reconnect, retain" Another question – what are the values we're wanting the conference to convey? Wendy suggested talking about theme ideas at DEC	Nathan to talk about theme ideas at DEC Committee to decide on theme Nathan to talk to Ben about values of conference
Confirm portfolios/ Responsibilities/ Sub-portfolio	Quency: suggested social events/games as options alongside workshops/in between workshops Wendy: suggested fun workshops instead	All: to confirm whether we will have social events etc, and if so, should this be a sub-portfolio?

Portfolios

Admin + Oversight	
Portfolio	What was Discussed?
Nathan Committee Chair	
Ashley Registration	Website – used for expressions of interest, registration online and in person Alternatively an District 112 conference app -> QR code to sign in on day, timetables Incentives e.g. free tickets when you do e.g. COT– make sure to link back to theme Super Early bird: Last conference no early bird; conference before that, minimal early bird
Ben Ross Convenor	From past discussion with Ben: $120-$140 price for ticket? $125 with no accommodation or dinner + $65
Meegan Floor Manager	Floor manager –to look into a draft run sheet Look at past conference booklets on D112
Wendy	
Christian?	Health and Safety –subportfolio of floor manager –check with Sandy if this is correct
Grant Treasurer	Has budget template and cash flow doc from previous conference Committee cannot financially commit to anything right now – cannot confirm til September Venue not confirmed either due to finance Back up venue -> online?? Budget: Needs to be no profit, no loss
Contests, Keynotes & Workshops	
James Contests	
Sheryl Workshops	Workshops – For Sunday – 9-11am for workshops then International?? Look for 3-4 workshops – can run simultaneously What do other Toastmaster conferences do - Sheryl to talk to District 69 Workshops: Gave all of them a plaque – as a gift Anne Colman – speaker contacts – Wendy to send contact details to Sheryl Stephen Budai – speaker contacts?
Aroha and/or Stephen as MC?	Meegan to talk to Stephen about MC-ing –how much of the conference should he speak for?

Keynotes Organiser	Keynotes Inspiration or motivational - one person to open conference – usually someone from TI Dinner speaker – could be past competition speaker Cannot pay for keynote speaker – maybe a rising TM speaker? Members want someone they haven't seen before/not seen often –with gravitas Kevin Prohl did Napier conference = he is a good resource for speakers
Dance & Dinner	
Quency Dinner and Dance	Want to have entertainment throughout night – both dinner or dance or only one –night needs to end at 11am -Band + singer is more expensive than a DJ –Quency to look for DJ leads and ask for prices – maybe for 2 hours?
Accommodation, Logistics	
Sandy Accommodation	
BJ Logistics	
Marketing, Brand & Sponsorship	
Sabrina?	Possible Involvement not Discussed
Mike Website	Need to push advertisements and then find out expressions of interest via website – via Mike Diggins
Jess Marketing	Sponsorship –separate portfolio?? Sub portfolio?? -Need more information before asking for sponsorship -We can get sponsorship for goodie bags, that's it Ask corporate club's businesses for sponsorship –e.g. a prize FB Advertising for conference focusing on culture/community
Jane?	Possible Involvement not Discussed
Elizabeth?	Possible Involvement not Discussed

MEETING ACCOUNTABILITY

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Ashley Registration	
Ben Ross Convenor	To talk to Mike Diggins about website
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BJ Logistics	
Marketing, Brand & Sponsorship	
Sabrina?	
Mike Website	
Jess Marketing	Who to do this – someone else with sponsorship portfolio? Ask corporate club's businesses for sponsorship –e.g. a prize
Jane?	
Elizabeth?	

Here are notes taken by Ben Ross, Conference Convenor.

The Committee as it follows:

1. Chair: Nathan
2. Convenor: Ben Ross (Primary point of contact with the Events Centre and co point of contact with the Double Treet Hotel)
3. Contests: James (also Trio Representative)
4. Dinner and Dance: Quency
5. Workshops and Keynotes: Meegan can you see of Sheryl would like to do this please
6. Registration and Website: Ashley and Mike (I will email Mike today)
7. Accommodation: Sandy (I will introduce you to Renee when I am back from the Mid East next week)
8. Treasurer: Grant
9. Logistics: BJ
10. Floor Manager: Meegan (can you also work with Sheryl in helping organise the workshops and keynotes)

Sub Roles at this point:

1. Agenda creations: Jess and Nathan
2. Marketing: Insert name here especially someone looking for a Level 5 HPL or even DTM

Action Points:

1. Communicate with Bec on Pencil booking and that deposit can be paid after TI convention in August
2. Confirm with Renee at Double Tree on Rooms being set aside (on paper we are already looking at 15 being set aside already)
3. Nathan to present report to July DEC (basically this email) and set the next six Committees which at the moment are monthly on Zoom. Nathan do you want to use the Div D O Zoom account which you have access to from July 1 or want me as Admin Manager to set one up for you?
4. Site Visits for James and Wendy: due to time running away on my side I will get these set up when I am back in the country from the Europe trip
5. Sub Committees: if you need a subcommittee to help you feel free to set one up
6. Email Mike
7. Confirm Masters of Ceremony for the event (noting James will be for Contests)

WORKSHOPS
Two workshops I would personally like to see please:

1. **Keynotes:** Auckland Advanced has been holding a couple of these and they have been received well. Could we have a note on Keynotes (Level 5 Prepare to Present Professionally) as that skill often goes sorely wanting especially in the corporate sector
2. **Accredited Speaker Program or the AS**: Where to after that DTM? Why not the AS program. We have one Toastmaster going for it at the moment and due to be assessed at the final stage for it at Convention. Why

not more? Every time I've mentioned the AS program, I get funny looks so why not "advertise it." Once I have finished my first DTM and start my second I will be looking at the AS program (as the old saying goes, get the AS, become a pro, and do a Clinton and start charging $7000 a plate for a speaking gig). So who wants to join me on the AS adventure?