



DRAFT MINUTES of the
District 112 Executive Committee Meeting
Saturday September 16, 2023, commencing at 3:00 pm

Venue: Waipuna Hotel and Conference Centre
Address: 58 Waipuna Road, Mount Wellington, Auckland

Abbreviations used

District Director	DD	Administration Manager	AM	District Parliamentarian	DP
Program Quality Director	PQD	Finance Manager	FM	Web Master	WM
Club Growth Director	CGD	Public Relations Manager	PRM	Zoom Master	ZM
IP District Director	IPPD			Logistics Manager	LM

1 Call to order and Welcome: James Hippolite

District Director James Hippolite called the District Executive Committee to order and delivered opening remarks.

Procedures for a HYBRID 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: Alun Chisholm

District Parliamentarian, Alun Chisholm, 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 31 Area Directors making a total of 46 members. A quorum is therefore 23 members.

38 members present, quorum is met

3 District Mission Statement: Richard Perkins

Program Quality Director Richard Perkins read out the District Mission Statement:

We build new clubs and support all clubs in achieving excellence.

4 Speaking Rights: James Hippolite

District Director James Hippolite outlined Voting and Speaking Rights for those at the September 16; DEC: All Area Directors, Division Directors, the trio, (DD, PQD, CGD), the three managers, Administration, Finance and Public Relations and the IPDD have speaking and voting rights.

Speaking rights extended:

District Parliamentarian	Alun Chisholm DTM PDG
Meeting Zoom Master	Nathan Piahana
District Webmaster,	Mike Diggins, DTM
Training Chair,	Amy Overington
District Audit Chair	Aroha Hene
Meeting Chairs	Aroha Hene, Neil Stitchberry. John Deleyo

5 Apologies: Ben Ross

The following apologies have been received from the following District Officers.

Amy Overington (Training chair)
Howard Chaffy (Div M Director)
Joanna Perry (Div M Director)
Natalia o'Tega (Area Director L2)
John O'Leary (Logistics Manager)
Paul Vaughn (Area P5)

"THAT APOLOGIES BE ACCEPTED"

Moved by Ben Ross, District Administration Manager
No seconder is required.

No opposition
Motion adopted

6 Confirmation of Agenda: James Hippolite

The approval of the Agenda includes all items that were received 21 days prior to this meeting.

There was an additional item which need to be added to the Agenda as published on the District Website?

Murray Coutts (Area Director K)
Taupo conference committee needs the financial report from the May 2023 conference
Ben Ross to pass report on to Murray

Is there a mover for the motion

"THAT THE AGENDA BE ADOPTED"

Mover: Clarence Tong (Division P Director)

Seconder: Elizabeth Viljoen (Division L Director)

No Opposition

The motion is adopted.

7 Confirmation of the Minutes of the DEC Meeting on April 2023 and 1 July, 2023:
James Hippolite

April 2023

Admin Note: At the last DEC it was noted that we did not have accurate minutes of the April DEC. Hand over to the administrator manager. There is an understanding that the minutes have been updated.

“THAT THE MINUTES OF THE OF THE APRIL 2023 DEC BE ADOPTED AS CIRCULATED ARE A TRUE AND CORRECT RECORD”

Mover: Benjamin Ross. District Admin Manager

Seconder: Murray Coutts. Area Director K3

No Opposition

The motion is adopted

Significant corrections to these minutes?

Admin Note Clean attendance list to go up with names and role but no email addresses or contact details - added to the 1st of July 2023 minutes

I ask the District Administration Manager Ben to move that the corrected Minutes of the 1st of July be adopted

July 2023

**“THAT THE MINUTES OF THE DISTRICT EXECUTIVE MEETING
HELD ON SATURDAY 1ST OF JULY 2023 ,
AS CIRCULATED (OR AS CORRECTED) ARE A TRUE AND CORRECT RECORD”**

Mover: Ben Ross: District Administration Manager

Seconded: Bruce Collis (Finance Manager)

No Opposition

The motion is adopted.

Are there any matters arising from the Minutes, which are not already covered in the various published reports?

Section 11 word needs to be corrected – area spelt incorrectly

Section 12 Marlene Krone’s surname corrected

The following correspondence needs to be considered by this meeting.

Item 1 Received: We received a letter from Toastmasters on 25 July 2023, directing the District Executive to make a choice of the format of the Speech Contests for each level from Area to District to be in person, online, or hybrid.

Program Quality Director Richard will move the motion as part of his report

Item number 2 received: another email from Toastmaster International informing us that at our next district conference in May in Taupo we will be hosting an international officer. They haven't decided yet who they will send. District 72 is holding their conference at the same time as ours so the international officer may not be able to attend the entire time at Taupo.

**"THAT THE INWARDS CORRESPONDENCE BE RECEIVED, /
OUTWARDS CORRESPONDENCE BE APPROVED"**

Mover: James Hippolite (District Director)

Seconder: Jan Stroup (Division R Director)

No Opposition

The motion is adopted.

Since the July District Executive Meeting the following District Officers have resigned.

PRM, Michelle Berriman

Area K4 Director Kenneth Gustilo

Area M2 Director Andrew Rodgers

Area N3 Director Warren Christie

Since the May District Council Meeting the following District Officers have been appointed:

Public Relations Manager, Kenneth Gustilo

Area K4 Director Helen Madden

Area M2 Director Stacey Marris

Area N3 Director Dean Ching Yee

Area R3 Director Craig Robinson

"THAT THE DISTRICT EXECUTIVE COMMITTEE APPROVES THE APPOINTMENTS AS LISTED"

Mover: James Hippolite (District Director)

Seconder? James Adley (Area Director, L1)

Is there any opposition to this motion? no

The motion is adopted.

Since the July District Executive Meeting

No new clubs have chartered

There are no procedure changes to bring to this Executive Meeting

10.1 Arrangements for the Semi-Annual District Conference in September 2023

Richard will be talking about the council meeting in his report but it is important to ensure that we have a quorum, and to remind the clubs that only the President and Vice President Education, can carry the club's two (2) votes, we cannot have proxys.

We will be using the new voting program, rather than the Zoom poll

Discussion arose

Murray: there is a provision in the club constitution that the club can decide that if either the president or the vice president education cannot be attending the other can carry the vote. Concern is that clubs will not be informed in time and they will not be able to have their vote.

James: log in system only allows for one vote per log in

Hesitant to mention that you can log in and have your vote and then open an incognito window, log in with the second persons log in details and vote on their behalf. That is the only way I can think of that it can be done.

Member of the floor: TI have said the normal process for two votes is no longer permitted?

James: Correct. Other members cannot carry proxy votes. Only the present and the vice president education. At least one must be present

Discussion on scrutineering, how to vote if in different clubs, concern raised about the platform and lack of proxy votes

Report Received (uploaded to District Website). No Verbal Dates

"THAT THE REPORT OF THE DISTRICT DIRECTOR BE APPROVED."

Moved: James Hippolite (District Director)

Seconder: Greg Mulholland (Area Director 04)

No Opposition

The motion is adopted.

District Success Plan

In Protocol 7.1.5, it says that the District Success Plan has to be approved by the District Executive Committee, before it is submitted to WHQ.

Admin Note: The report was not posted to the Website 14 days prior to the meeting, a motion to receive the report is consequently required

"THAT WE RECEIVE THE DISTRICT SUCCESS PLAN"

Mover: Richard Perkins (Programme Quality Director)

Is there a seconder? James Edley (Area Director L1)

No Opposition

The motion is adopted.

Admin Note: Entire report is read out and the document attached to the district website

"THAT THE DISTRICT SUCCESS PLAN BE APPROVED."

Mover: James Hippolite (District Director):

Seconder: Bruce Collis (Finance Minister)

No Opposition

The motion is adopted.

12	Program Quality Directors Report: Richard Perkins
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Report Received (uploaded to District Website) with the following verbal updates:

12.1 Education and Training

Technical issues in the past, club officer training online corrected and 100% officers trained

12.2 Contests

Contests from Area Level upwards are to be hybrid.

12.3 May 2024 Conference, Taupo

Please attend. Great Lakes Centre however has no accommodation. Please do due diligence on your own accommodation and distance to the conference centre.

12.4 May 2025 Conference, Rotorua

Nova Hotel location both districts able to attend.

12.5 Early notice of bids for May 2026

In April, we will be calling for bids for the 2026 Conference. Auckland was suggested as a possibility.

A reminder that the bids must be in 21 days prior to the executive meeting in May.

It would be a good time at the Area and Division Conferences

to see if there are any clubs or individuals who would like to run the District Conference

"THAT THE PROGRAM QUALITY DIRECTOR'S REPORT BE ADOPTED"

Mover: Pichard Perkins:

Seconder: Cameron Phillips (Area Director 03)

No Opposition

The motion is adopted.

13.1 Speech Contest format at Area Level and above

"THAT THE DISTRICT EXECUTIVE COMMITTEE RECOMMENDS TO THE DISTRICT COUNCIL THAT THE SPEECH CONTESTS FOR 2023- 24 ARE TO BE CONDUCTED IN A HYBRID FORMAT AT THE AREA, DIVISION, AND DISTRICT LEVEL"

Mover: Richard Perkins (Program Quality Director)

Seconder: Jobet Panton (Area Director, P4)

Discussion ensued:

Definition of hybrid: you have the ability to allow an online contestant, however if there are no online contestants then you can remain in person.

Hybrid has advantages for those in rural areas who have to travel far to get to in person contests

Some concern over whether in person contestant would have an advantage over online contestant

Opposition to this motion? Yes

Reason : level playing field

Admin Note: Murray Coutts (Area Director K3) : Procedural motion that the above motion be put.

Murray: withdraws the procedural motion that the above motion be put.

Admin Note: Online voting platform utilised. 46 eligible for online voting. 30 registered for online voting.

28 have voted.

Some members were unable to access the voting platform.

Final Vote:

Aye : 26

Nay : 2

Abstain : 1

No votes : 4

78% in favour

Carried

The motion is adopted.

13.2 Annual District Council Meeting format

As required in the District Administration Bylaws, each program year the District Executive Committee determines whether the Annual Meeting of the District Council (in which the elections take place), is conducted in a hybrid or online format.

"THAT ANNUAL MEETING OF THE DISTRICT COUNCIL TO BE HELD AT THE TAUPO 2024 DISTRICT CONFERENCE, WILL BE CONDUCTED IN A HYBRID FORMAT."

DD Mover: Murray Coutts (Area Director K3)
Seconder Barry Shaw (Area Director O3)

No Opposition

The motion is adopted.

14.1 Report Received (uploaded to District Website) with the following verbal updates:

- 219 new people. On track for at least select distinguished. 1448 paid members.
- Watercare and Genesis are two new clubs on their way to being chartered. Whenuapai Club is bubbling along.
- Three club coaches. New rules means a coach cannot be placed into a club unless they ask for it. You also cannot be a member of the club you are coaching for the six months prior nor the six months after coaching finishes. 57 eligible clubs for coaches only 5 coaches have put their hands up.
- 1 club is closed with 9 under critical threat.

"THAT THE CLUB GROWTH DIRECTOR REPORT BE ADOPTED"

Mover: Marlene Krone (Club Growth Director)

Seconder Cliff Hall (Area Director M1)

No Opposition

The motion is adopted.

14.2 Approval of District Marketing Analysis Plan,

In the Board Meeting in May 2023, the Board decided that District Marketing Analysis Plan has to be submitted to RA, as a requirement of the Distinguished District Program,

Admin Note: The report was not posted to the Website 14 days prior to the meeting, a motion to receive the report is consequently required

"THAT WE RECEIVE THE DISTRICT MARKETING ANALYSIS PLAN"

Mover: Richard Perkins (PQD)

Seconder: Gavin Lamb (Area Director K1)

No Opposition

The motion is adopted.

The District Marketing Analysis Plan, with verbal updates.

Is already on the website. Living document in our district.

It gets updated yearly so the wheel doesn't get reinvented and simply changes depending on what marketing changes are made for the year.

5 star incentives – encouraging members to achieve 5 goals by end of the year

Club visit reports – look at them and achieve them as well

Goals for the year – include aim for president distinguished which needs new clubs so each area should aim to gain one new club to allow for the clubs that don't continue.

"THAT THE DISTRICT MARKETING ANALYSIS PLAN BE APPROVED."

Mover: Marlene Krone (Club Growth Director)

Secunder: Jobet Panton (Area Director, P4)

No Opposition

The motion is adopted.

Report Received (uploaded to District Website) with with no verbal updates

"THAT THE DISTRICT PUBLIC RELATIONS MANAGERS REPORT BE ADOPTED"

Mover Kenneth Gustilo (Public Relations Manager)

Seconder: Rob Wightman (Area Director L4)

No Opposition

The motion is adopted.

15.2 Approval of the District Communication Plan

In the Board Meeting in May 2023, the Board decided that District Communication Plan has to be submitted to WHQ, as a requirement of the Distinguished District Program,

It was determined that it should approved by the District Executive Committee before it is submitted to WHQ.

Admin Note: The report was not posted to the Website 14 days prior to the meeting, a motion to receive the report is consequently required

"THAT WE RECEIVE THE DISTRICT COMMUNICATION PLAN"

Mover Murray Coutts (Area Director, K3)

Seconder: Clarence Tong (Division Director P_

No Opposition

The motion is adopted.

Public Relations Manager Kenneth Gustilo presented the District Communication Plan with no verbal updates, the Plan is on the District Website

Discussion ensued:

Murray Coutts (Area Director K): Suggested that in future years it be a separate item due too many comms being sent out and getting lost

"THAT THE DISTRICT COMMUNICATION PLAN BE APPROVED."

Mover: Kenneth Gustilo (Public Relations Manager)

Seconder Murray Coutts (ADK3)

No Opposition

The motion is adopted.

16

Immediate Past District Directors Report: Wendy Wickliffe

Report Received (uploaded to District Website) with no verbal updates

"THAT THE IMMEDIATE PAST DISTRICT DIRECTOR'S REPORT BE ADOPTED"

Mover: Wendy Wickliffe (Immediate Past District Director)

Seconder: Helen Ivess (Area Director, P2)

No Opposition

The motion is adopted.

Division Directors Reports. These Reports were uploaded to the District Website. Any verbal updates as given by the respective Division Directors

Division K Director Marcus Bristol

New members in several clubs

Sunnynook Toastmasters has a club coach

Division K contests completed. Three areas in one contest with 2 divisions presented

Are there any questions? No

Division L Director Elizabeth Viljoen

Membership payments goal of select distinguished achieved are up to date.

West harbour has 41 members and achieved 5 dcp awards.

Birkenhead has 30 year celebration this year.

Hybrid contests completed successfully

Division M Director Howard Chaffey

No Verbal Updates

Division N Director Joanna Perry

No Verbal Updates

Division O Director Mark Tweedale

No Verbal Updates

Division P Director Clarence Tong

P1 and P2 have their contest together. P3, P4, P5 have their contest together

Division Q Director Suresh Paleti

No Verbal Updates

Division R Director Jan Stroup

No Verbal Updates

Admin Note: 28 and 29 October world cup dates. Look at reconsidering contest dates if they land on those dates.

"THAT THE DIVISION DIRECTOR REPORTS BE ADOPTED"

Mover: James Edley (Area Director, L1)

Seconder: William Walker (Area Director Q2)

No Opposition

The motion is adopted.

The Financial reports are in two phases.

Historical relating to the last Toastmasters year and current, relating to this year.

Finance manager Bruce Collis will lead the current reports.

These documents will also be presented for approval at the Virtual Semi Annual District Council on Saturday 22nd.

It is the role of the DEC to scrutinise these prior to the District Council.

18.1 **District Financial Statement**

The District Financial Statement for the year ended 30 June 2023 was received and uploaded to the District Website

Profit and loss accepted by Toastmasters International

102k actual budget of 111k

70k expenses budget of 110k

Discussion:

Murray Coutts (Area Director, K3): this report goes to TI. In addition because we are a registered charity we need a tier 3 document and that hasn't been formulated yet as we still need things to go on ballots.

"THAT THE DISTRICT FINANCIAL STATEMENT FOR THE YEAR ENDED 30 JUNE 2023 BE ADOPTED"

Mover: Bruce Collis (District Financial Manager)

Seconder: Mark Tweedle (Division O Director)

No Opposition

The motion is adopted.

18.2 **District Audit Committee Report**

The Report of the District Audit Committee presented their update

There are still things to be completed.

First July to 31 Dec and 1 Jan to 30 June.

79 lines require approx. 250 documents checked

Please use the new forms and throw out the old forms.

Spending over \$500 requires pre approval and policy.

Audit for first half finished auditing in Feb 2023. TI is satisfied and report is accurate.

District position is satisfied

Draft still to be finalised as information was not given till last night.

Proper support was not given last year.

Admin Note" As there is no district audit report to adopt or accept,

"THAT THE PRESENTATION OF THE AUDIT REPORT REQUIRED BY PROTOCOL 7.1.i.4 BE DEFERRED TO NOVEMBER DEC "

Mover: Murray Coutts (Area Director, K3)

Seconder: Richard Perkins (Program Quality Director)

Mo Opposition

The motion is adopted.

18.3 **District Profit and Loss Account for the period 1 July to 31 August 2023**

The District Financial Manager updated the DEC on the The District Profit and Loss Account for the period 1 July to 31 August 2023

TI are very slow in recognising review for us.

19.6 thousand transferred from TI to a budget of 1.3 thousand.

Expenses are fairly indicative of what was in earlier report. A few things accrued need to be re looked at.

Significant surplus due significant uplift of early bird payments. That is timing.

18.4 **Report on the May 2023 Conference**

Background

The May Conference Budget forms part of the Overall District Budget. The report looks at the financial results of the 2023 Conference, and any lessons learnt to be applied to District Conference 2024

Summary result – last year surplus was 1,800

budget and actual was approx. 17,000

This year budget versus expenditure is approx. \$16,000 each so on par.

Discussion ensued

Murray Coutts (Area Director K3): There should be a surplus 3600.

FM: Some of the surplus was accrual. Half of that has been used for purchase of equipment

Murray Coutts (Area Director K3): We have not received a detailed budget for the May 2023 conference nor a report when location changed. We do not know what the issues were.

Reports were not issued. District Director to find and forward the post conference report.

18.5 Taupo Conference May 2024

18.5.1 May 2024 Conference Terms and Conditions

Background

The May Conference Budget forms part of the Overall District Budget and once the District Budget is approved by the District Council it is fixed.

Approval of the the Registration Rates for the District Conference

Murray Coutts District Conference 2024 Treasurer:

3 categories Gold, silver, bronze

Gold all inclusive early bird which includes all optional meals \$280 available till 31 January

Silver base without optional meals \$135 till 31 January

Bronze one day \$54

Lunch \$35 per day

Dinner and Dance \$91

\$160 for full registration

Late registration \$190

Aim for break even with early bird registration only

Refunds: After 17 April no refund

1 Feb – 17 April 75% refund

5 – 31 Jan full refund

District Director to approve refunds after submitting to Conference Treasurer

Registrations are open now

Raffle is only available for gold early bird registration

**"THAT THE FOLLOWING TERMS AND CONDITIONS
APPLY TO REGISTRATIONS FOR THE 2024 D112 TAUPO CONFERENCE"**

Mover: Murray Coutts (Conference 2024 Treasurer)

Seconder? Clarence Tong (Division P, Director)

No Opposition

The motion is adopted.

18.5.2 May 2024 Conference Budget

District Conference 2024 Treasurer, Murray Coutts (or Bruce) to presented the May 2024 Conference budget. Conference budget id on the website Registrations rates approved.

"THAT THE MAY 2024 CONFERENCE BUDGET BE ADOPTED"

Mover: Murray Coutts (District Conference 2024 Treasurer)

Seconder: Jobet Panton (Area Director, P4)

No Opposition

The motion is adopted.

18.6 District 112 Budget

The proposed District Budget for the 2023-2024 year was presented and is uploaded to the District Website

Surplus of \$33,000

Discussion ensued

It is good to break even. There is surplus of \$33,000 and we need to use it as if we don't TI will take it back.

"THAT THE DISTRICT BUDGET BE ADOPTED"

Mover: Bruce Collis (District Financial Manager)

Seconder: James Edley (Area Director, L1)

No Opposition

The motion is adopted.

19.1 Motions on Notice

A - Speech Contest Format - In-person, Hybrid or Online
was covered in Richard's report

B - May District Council Format - Hybrid or Online
was covered in Richard's report

C - Registration Fees and Conditions for the 2024 D112 Taupo Conference.
was covered in Finance Manager's report

D - Changes to District Procedure 14.5 (5), The Murray Coutts Cup for the Outstanding
Division

**"THAT THE WORDS ' OVER THE PREVIOUS YEAR ' BE REPLACED WITH ' FROM 1
ST JULY TO 30 TH JUNE ' IN DISTRICT PROCEDURE 14.5 (5), THE MURRAY
COUTTS CUP FOR THE OUTSTANDING DIVISION"**

Mover: Murray Coutts (Area Director, K3)

Seconder Gavin (Area Director, K1)

No Opposition

The motion is adopted.

18.2 Other General Business

The next meeting of the District 112 Executive Committee will be online
and held on 18th November, start time to be advised.

Meeting Closed: 5:57pm

