

**Minutes of a District 112 Virtual District Executive Committee Meeting**  
**Held on Saturday 18 November 2022 commencing at 9:00 am**

Present: District Director James, Program Quality Director Richard, Club Growth Director Marlene, Administration Manager Ben, Finance Manager Bruce, and 24 other District officers.

**1. Call to Order and Welcome**

District Director James declared the meeting open and welcomed those present. He advised that the meeting was being recorded.

**2. Notice of Meeting**

District Administration Manager Ben read out the Notice of Meeting.

**3. Meeting Procedures**

District Director James reminded members of the standard D112 meeting procedures for a Zoom meeting. He noted that the meeting will be recorded as a backup to the minutes and will be deleted once the next DEC meeting adopts the minutes of this meeting.

**4. Confirmation of Quorum**

Parliamentarian Alun advised that the quorum for an executive committee meeting is a majority of its members. The executive currently has seven senior officers, eight division directors and 31 area directors making 46 members. A quorum is 23. 24 voting members were in the meeting and a quorum was present.

**5. District Mission Statement Richard**

Program Quality Director Richard read out the District Mission Statement.

**6. Speaking Rights**

All area directors, division directors, the trio, the three managers administration, finance and public relations and the immediate past district director have speaking and voting rights. Speaking rights were extended to Alun Chisholm PDG as district parliamentarian; any past District Directors / Governors that were present, the audit committee chair Aroha Heene and the district webmaster Mike Diggins

**7. Apologies**

DAM Ben advised that he had received apologies from Public Relations Manager Kenneth, and Division Q. Director Suresh.

Resolved that the apologies be accepted.

DAM Ben – no seconder required.

**8. Confirmation of Agenda**

Resolved that the agenda be adopted.

IDD Wendy/AD L1 James E

**9. Confirmation of Minutes of District Executive Committee Meeting held 16th September 2023**

Resolved that the minutes of the district executive meeting held on Saturday the 16th of September 2023 as corrected are a true and correct record.

There were no matters arising from the minutes.

## 10. Correspondence

### Inwards Correspondence

**Item 1.** An email from Toastmasters International relating to the change to the replacement of the Learning Management System, otherwise known as base camp, there is an expectation that all levels completed in pathways will also have been registered in club central by 15 December. This email was sent to all Presidents Vice Presidents Education and Secretaries. This will also be sent to all members where their completed awards have not been registered in club Central.

An issue was raised by Division N Director Joanna where a member had a level approved in base camp out of order as a result that level cannot be approved in club Central. The question arises, what happens to that level?

The other issue raised was that some present had received the email from TI, whilst others had not.

There was wide ranging discussion on these issues resulting in:

- (a) PQD Richard undertaking to ensure that all District officers were aware of the issue.
- (b) DD undertook to send a response to TI.

**Item 2** The second is also an email from Toastmasters International about new functionality to allow a club to flag upcoming events, such as open houses, Speakathons or speech contests, and enables you to find other clubs, events on find a club. This email was sent to all members. I think this is quite useful. It's a way of getting publicity out there. Are there any questions on this correspondence?

Again, the issue was raised that all District Officers had not received this email. PQD Richard undertook to ensuring that all District officers were aware of the issue.

### Inwards Correspondence

These were two emails from PQD Richard. One to District officers and one to Club Officers.

The point was made by AD M1 Clifford that all emails sent to club officers should be copied to their Area Director.

Resolved that Inwards Correspondence be received and outward endorsed.

PQD Richard / DAM Ben

## 11. District officer appointments and resignations

There had been no District Officer appointments or resignations since the last DEC.

## 12. District Director's Report

DD James advised that there were no verbal updates.

## 13. Program Quality Director's Report

PQD Richard had the following updates.

His concern about membership. This would be addressed in the DOT following the DEC.

The map of our clubs is now live on the District 112 website. Its information is taken from club Central, if the information at club Central is correct, the map information will be correct.

## 14. Conference Taupo 2024 Update

- (a) we have an International Visitor, unknown at this stage. (subsequently advised as International president Morag Mathieson DTM).
- (b) The Taupo mayor will be opening the district conference. So, we will have an opening address from the mayor.
- (c) We've got three keynotes including one from the visitor from TI. We have four workshops, two which have been decided from and two which we're still going to work on. The idea of the workshops is that these will be repeated and conference attendees will be able to attend three of the four workshops. So, you all have an opportunity to attend at least three of the four.
- (d) The theme for conference is He Tangata, He Tangata, He Tangata, which means "the people, the people, the people" because it's all about you the member. You got to say it with that particular emphasis.
- (e) For district officers, the gold registration option will be the best because it covers your attendance at the Exec meeting, it also has a significant discount, if you choose otherwise, to register for each item separately. And there is a special raffle, the prize will be at least \$500. The only way to get a ticket is to have a gold registration. And that will be drawn in the opening ceremony. There are a couple of incentives there for district offices to register, especially with the gold registration. And that closes at the end of January.

## 15. Club Growth Director's Report

CGD Marlene had the following updates.

As of last night, we have 470 new members in district 112. A nice steady growth. We now have 125 paid clubs up two from when my report was written. That represents 88.7% towards our distinguished status. We currently have 2263 member payments, compared with 2202 When my report was published, so we have gained 61 More member payments, and that represents 48.7% towards our district distinguished status.

In terms of new clubs, I'm delighted to tell you that WaterCare has now received its club number. Yay. We've just got to submit the rest of the documents, which we're going through now, and they will appear on our website as our first new club this year. We also have a demo meeting to them next Wednesday the 22nd. We have The Warehouse Group who are on the cusp of chartering. And I would like to thank Elizabeth and her team for helping Regan Morta to get his club back up and running. So that is also brilliant news. Our third club that is on its way to chartering is the New Zealand police club. We've had a demonstration meeting for them.

Regarding Club Coaches in addition to what was in my report, we have Isabel Carter now coaching Takapuna toasters that's confirmed. And we have in the pipeline Jobet Pantan to coach wired for sound.

Lastly on club visit reports, we have achieved 50.34% completed and we have the rest all come in by 30 November this year.,

## 16. Public Relations Manager's Report

The report was late, and the following was required.

Resolved that the report of the PRM be received.

DD James / AD P4 Jobet

Key items from the report.

The newsletter has been sent out. Due to issues with the formatting being sent out via our tool, MailChimp, we sent a basic email with a button that opens up a PDF. The PDF is beautiful and perfect. So, we have learned from the last time to put pictures in the newsletter to brighten them up for people.

Many have expressed interest in learning more about social media promotion. Coming soon will be the PRM journal.

She will establish her VPPR team that she promised.

## 17. Immediate Past District Director's Report

Six of the Division representatives on the District Leadership Committee have been filled. 2 still outstanding.

Possible issue with when to hold the Candidates Showcase. Update at the next DEC.

The membership of the DLC committee is confidential until the committee report is provided to the District Director, six weeks prior to the Council meeting, then published 2 weeks after that. This report will list the members at that stage.

## **18. Approval of Reports**

Resolved that the reports of the District Director, the Program Quality Director, the Club Growth Director, the Public Relations Manager, and the Immediate Past District Director be adopted.

DD James / AD M1 Cliff

## **19. Audit Committee Report Audit Chair**

Aroha Heene chair of the Audit Committee reported that

The audit report wasn't ready for the last exec meeting, due to delays in WHQ in providing the required information.

The audit of the District 112 Mid-Year financial accounts was conducted in February 2023. The audit of the District 112 Year-End financial accounts was conducted in September 2023. Although both periods relied on Toastmasters International responses and certificate, which, as said, were delayed, we persevered as a team to ensure on-time filing.

Audit guidelines for mid-year audit and year-end audit, completed correctly and ink-signed at the document titled "Audit Committee Guidelines", covering:

- a) organisation
- b) substantiating transactions
- c) policy review.

You will note, there is a note of the audit committee, mid-year. Exception noted: No evidence provided for the pre-approval of transactions over \$500, or pre-approvals of transactions before the use of a debit card. These were discussed in a Zoom face-to-face between all parties concerned and the findings and recommendations rectified. Post transactions documentation was made available and sited. Completed correctly and ink-signed at Toastmasters International certification documentation, for December 2022/2023, and for June 2022/2023.

A note of the audit for the year-end: the NZ dollar translation on the US dollar assets is mis-stated due to a foreign exchange valuation difference. Finance Manager Kulesh forwarded our query to the Toastmasters International District Finance team, and they replied: "Thank you for bringing that to our attention. We have made the entry for currency translation and re-sent the updated audit documents, because the available funds figures increased because of the adjustment. That was resulting in our signed copy total available funds, you will notice, in NZ dollars, 118,383.89. Restating to the updated quarter 4 close, in NZ dollars, 122,059.04. An increase of \$3,675.15 to District 112. Yay. A little bit of extra money there.

Resolved that the report of the District Audit Committee be adopted.

Area Director L1, James Edley / Club Growth Director, Marlene

## **20. Finance Manager's Report**

Bruce Collis

An update on the month of September, which I noted on the report was still being finalised. Look, the result didn't change materially. It changed by \$329. Effectively the revenue and the membership we closed for the quarter, above budget, by \$984. Revenue overall, which had also a contribution from the Awards Dinner was up \$5,800. The expenses were below plan at this point in time by \$585, which means that we finished the quarter with a surplus of \$11,789.

In response to questions

i Q. In the areas of club growth, marketing outside of Toastmasters and Public Relations, we are significantly under budget. Is that a result of expenses incurred which haven't yet been paid? Or, that we haven't incurred the expenses?

A. To date, no expenses have come through in those areas. So, it's not a case of we receiving them and not having paid them to date.

ii Q. We are \$1700 dollars over budget in admin.

A. That is because we pay the Zoom licenses in one go in the first couple of months. In the budget the cost was spread over each month.

iii Q. How to access the Division P&L reports.

A. There are not any. Division Directors need to track their own expenditure.

Resolved that the Finance manager's report be received.

DFM Bruce / Division O Director Mark

## **21. Reports to the Charities Commission**

Each year a financial statement and annual return has to be sent to the Charities Commission.

Resolved that the financial statement be signed and that the statement and annual return be sent to the Charities Commission.

DFM Bruce / IPDD Wendy

## **22. Division Directors' Reports**

### **22.1 Division K**

Marcus had the following verbal updates. Whangarei Toastmasters has increased their membership by 1. Same with Toastmasters at Lunchtime. On Top Club is exciting because they are now back in good standing. Area K3, Warkworth has increased by 1 member. Silverdale-Orewa, a member and an additional goal. They now have 6 goals, so well done, Silverdale-Orewa. And area K4, Albany Toastmasters has another goal. I do have a general announcement. Orewa Lunchtime is celebrating their 15th birthday on 24th of November at 1pm, James if you would all like to come and visit them, that would be great.

### **22.2 Division L**

Elizabeth had these updates. Like you heard, The Warehouse Group has forwarded their documents to TI, so they will charter soon. Belmont Toastmasters was reinstated yesterday. They have 8 members now. Takapuna Midday, really struggled with their bank account and venue. Bank Account issues are sorted, now they also have a new venue at the Takapuna Lawn Bowls club.

### **22.3 Division M**

Howard had these updates we have 22 new members since I wrote the report, but to be honest that's because I think some late payments were made: Mt Albert, which took them back to where they were. We've got 10 new goals since I've written the report. That now gives us 6 clubs with 5 or more DCP goals, so we are tracking okay. Since I've written the report, we've also made significant progress on the club visits, which have been a focus for November. We seem to be on track.

### **22.4 Division N**

Joanna had these updates: we have, overall, in Division N, an increase of 7 members and 3 goals since this report was written.

### **22.5 Division O**

Because the report was not received by due date

Resolved that the Report from the Division O Director be received.

Mark had these updates Meadowbank, I incorrectly recorded that as 5, it should be 8. Central Park is now up 1 to 12. Pakuranga is now up 2 to 11. Botany has 6 DCP goals, up from 4. Great club. MCBC is up 1 to 13. Papakura is up 1 to 24 and Franklin is up 1 to 13. I'm sure the DCPs will jump up soon, after the COT's finished. I'm aware of several clubs that are striving to get to Program Quality Director's initiative of 5 goals by the end of December. They are working very hard. We will hopefully have an update next report. The Division O Conference ran successfully on the 4th of November. Planning is already underway for the Area and Division for the next round. Some clubs are holding their International and Evaluation contests very soon. Because I urged them to get it done early, so they are not rushing in January.

#### 22.6 Division P

Clarence was absent and there were no verbal updates from him.

AD p4 Jobet added these updates for the Hamilton Club, we have now reached 5 out of 10 goals. So, we're now in the 5 Star Goals, which is good. Also, for the... one club... there's actually one club in my area that is already, that is a club called (unintelligible) which is the Hamilton Central. The 5 star club is growing. They're having up to now 16 members. With the help of the Club Coach.

#### 22.7 Division Q

Suresh was absent and there were no verbal updates from him.

PQD Richard commented that they are on track. They are working hard. No problems.

#### 22.8 Division R

Jan was absent and there were no verbal updates from her.

### **23. General Comments Arising from the Division Director's Reports**

23.1 For the International Speech Contest the Rule Book states that to be eligible the members need to have certificates of completion, for levels 1 and 2 (any Path). These are from Base Camp, not Club Central. You need the member to provide the certificates of completion if you have any doubt whatsoever. Note that they needed to have these from the time of their club contest.

PQD Richard undertook to send an email highlighting all those points as a reminder, to our District Officers and VPE. Because they are in charge of the contest. Just an update reminder of what the eligibility is., As soon as possible.

23.2 There is a comment, somewhere in the reports, that a club is distinguished. The reality is, no club can be distinguished until the March renewals and then they meet the membership requirements. The goal of the 5 star is, to start the process of getting the DCP, with the recognition that the membership numbers are the deciding factor.

Resolved that the reports of the Division Directors be adopted.

DD James / AD P4 Jobet.

### **24. Notices of Motion**

There were none.

### **25. General Business**

There was none.

### **26. Next Meeting**

The next meeting of the District 112 Executive Committee will be held via Zoom on Monday 12<sup>th</sup> February starting at 7:00 pm

27. Close

District Director James closed the meeting at 10:12 am

