District Executive Committee Minutes

Abbreviations used in the Minutes.

District Director	DD	Administration Manager AM	District Parliamentarian DP
Program Quality Direc PQD	ctor	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	(3:33 pm)	Call to order and Welcome	
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DD Requested the zoom recording be started DD Welcomed all present and confirmed the hybrid format for the meeting specifying there were several important Motions that needed to be approved.

2 Confirmation of Quorum

- DD Asked our Parliamentarian Neil, to confirm the quorum.
- DP There were 29 members in person and 6 members online
- DP This is a District Executive Committee Meeting.
 A quorum for an Executive Committee Meeting is the majority of its members.
 The Executive currently has;
 7 senior officers, 8 Division Directors, and 28 Area Directors making a total of 43 members.
 A quorum is therefore 22 members.
- DP Confirmed that there were **35** members present, and we did have a quorum.
- DD Thanked Neil.

3 District Mission Statement

- PQD The District Mission is to build new clubs and support all clubs in achieving excellence.
- DD Thanked Marlene.

4 Speaking Rights

- DD Confirmed Speaking and Voting Rights for all Area Directors, Division Directors, the trio, (DD. PQD, CGD), the three managers, Administration, Finance and Public Relations and the IPDD.
- DD Toastmasters International Policy gives me the right as District Director to invite those, who I believe have business before the Executive Committee to attend this meeting and extend speaking rights to them.

Speaking Rights were extended to:

All field officers, including				
District Parliamentarian	Neil Stichbury DTM PDD			
Meeting Zoom Master	Troy Smith			
District Webmaster	Mike Diggins, DTM			
Training Chair	Amy Overington, DTM			
District Audit Chair	Grant Pepper			
Region 12 Advisor	Stephen Budai, DTM			
Other Past District Directors or District Governors				

5 Apologies

AM Confirmed apologies had been received from:

Division N Director Nathan Saminathan

Area M2 Director Jamie Rodriguez

Area P1 Director Gordon Gower

Area P3 Director Nicholas Willmore

Area Q3 Director Paul Jacobs

DD Asked if there were any further apologies

Area M4 Director Cedric Marie was added to the list.

AM I move "
"THAT APOLOGIES BE ACCEPTED"

No seconder was required.

There being no opposition the motion was carried.

6 Confirmation of Agenda

- DD Called for any additional items which needed to be added to the Agenda as had been published on the District Website
- AM To include District Incentives for 2024 2025 year.
- DD Made a correction to the order and responsibility of document presentation. The presentation of the Marketing Plan (currently 15.1) shown as being presented by the PRM, will be under the CGD (to become 14.4)
- DD Called for a mover for the motion "THAT THE AGENDA as corrected BE ADOPTED"

Moved: Division R Director Meegan Herewini

Seconded: Area P4 Director Jobet Panton

There being no opposition the motion was carried.

7 Confirmation of the Minutes of the DEC Meeting held 6th July

- DD Called for any significant corrections to the minutes.
- PQD That Verbal Voyagers be corrected to reflect this was a new club and not one that had been reinstated.
- AM I move

"THAT THE MINUTES OF THE DISTRICT EXECUTIVE MEETING HELD ON SATURDAY 6th OF JULY 2024 AS CORRECTED) ARE A TRUE AND CORRECT RECORD"

Seconded: PQD Marlene Krone

There being no opposition the motion was carried

8 Correspondence

- DD The following correspondence needed to be bought to the attention of this meeting.
- DD Outward correspondence to Jonathan Lamb with questions (30th July) sent by DD Richard regarding 6th July DEC re Motion 5

At that time no response had been received

Inward correspondence:

TI confirmation of minimum Division and Area alignment requirements as from 1st July, 2025. (Division no fewer than four Areas)

- DD District Incentives for 2024 2025.
- DD asked for someone to move,

"THAT THE INWARDS CORRESPONDENCE BE RECEIVED, and the

OUTWARDS CORRESPONDENCE BE APPROVED"

Moved: Division R Director Meegan Herewini

Seconded: Division K Director Helen Madden

There being no opposition the motion was carried.

9 Urgent Business, District Officer Appointments / Resignations

- DD Confirmed there had been no resignations of voting district officers since the DEC of July 6th, 2024, however it was noted that a resignation had been received from the District Parliamentarian, Murray Coutts PDDG
- DD Confirmed he has made an appointment of Neil Stichbury PDD as the District 112 Parliamentarian
- DD Confirmed there had been no voting district officer appointments since the DEC of July 6th, 2024
- DD Confirmed that since the July District Executive Meeting

Two (2) clubs had chartered:

28677310 College Hill Toastmasters - Area L4

28677761 Xero New Zealand Toastmasters Club - Area O3

DD Asked for someone to move,

"THAT THE DISTRICT EXECUTIVE COMMITTEE APPROVES THE CLUB ALLOCATION AS LISTED"

- Moved: Division L Director Sheryl Dickerson
- Seconded: Division O Director Sandeep Kindge

There being no opposition the motion was carried.

10 Finance Managers Report

10.1 District Financial Statement

DD Asked District Finance Manager Warwick to present the District Financial Statement for the year ended 30 June 2024 and move that it be received.

Moved: Finance Manager Warrick Brooks

Seconded: Area P4 Director Jobet Panton

FM Warrick presented the report,

Murray noted that there were a number of typographical errors in the document that once approved will be registered as an official document at the NZ Charities Commission showing our surplus. He recommends these be corrected prior to the DCM

Murray noted the surplus of over \$21K, he asserted that this did not look good in the eyes of TI.

James Hippolite confirmed he attempted to have these funds allocated under marketing and publicity however he felt Clubs were feeling they were burned out and therefore effort was not made.

James noted he was not happy with the surplus either when it could have been spent in order to benefit clubs.

It was noted that some shuffling and reallocation could be done in the budget.

Meegan Herewini asked how this surplus would affect us in the current year.

Murray confirmed it does not affect the budget this year however TI will remove the surplus funds from the District Reserve.

- DD There being no further discussion, the Finance Manager was asked to move the motion
- FM The motion is

"THAT THE DISTRICT FINANCIAL STATEMENT FOR THE YEAR ENDED 30 JUNE 2024 BE ADOPTED SUBJECT TO CORRECTION OF TYPOS"

Seconded: IPDD James Hippolite

There being no opposition the motion was carried.

DD Thanked Warwick

10.2 District Audit Committee Report

DD Confirmed that as the Audit Report was not published in time we had to move it be received prior to discussion

DD Asked if someone would move;

"THAT THE District Audit Report BE RECEIVED"

Moved: Division K Director Helen Madden

Seconded: Area L3 Director Shane Potter

There being no opposition the motion was carried.

Murray noted that the Official TI Audit document is a simple document and the report that had been published was not the correct report.

James acknowledged he had made an administrative error and that he did now have the correct report that could be presented for the DCM on the 27th Sept, 2024.

PQD Marlene reminded officers the reports are published for members to access prior to meetings.

DD Expressed thanks to Grant Pepper and his assistants Nathan Williams and Kelly Wang for their commitment as the Audit team.

10.3 District Profit and Loss Account for the period 1 July to 31 August 2024

- FM Warrick reported that there had been a lot of travel expenses received in the early part of this year. Funds have also already been directed to club growth and the admin costs are high due to the Zoom accounts rolling over. ***Not a lot of traction at this time.
- DD There being no questions Warrick was thanked.

10.4 Rotorua Conference May 2025

10.5 May 2025 Conference Terms and Conditions

DD Confirmed the 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. We firstly had to approve the Registration Rates for the District Conference

Conference Treasurer Murray Coutts was called on to present the Conference Rates,

The following discussion took place:

IPDD James asked what was the Early-bird for meals and when did it expire.

Murray confirmed the Early-bird does not include meals and is restricted to the first 80 payees.

AD M5 Steve asked when the Early-bird was open.

Murray confirmed the intention was for the launch to take place at the DCM on 27th Sept, 2024.

AM Toni confirmed that conference registration was not confirmed until such time as payment had been received.

DP Neil asked if special deals for accommodation were available at the venue .

Murray confirmed this will be announced at the launch.

DD There being no further discussion, will someone please move "THAT THE FOLLOWING TERMS AND CONDITIONS APPLY TO REGISTRATIONS FOR THE 2025 D112 ROTORUA CONFERENCE"

Moved: PQD Marlene Krone

Seconded: Area M5 Director Steve Vale

There being no opposition the motion was carried.

10.6 May 2025 Conference Budget

- DD As the 2025 Conference Budget was not published in time we needed to move it be received prior to discussion
- DD Would someone please move;

"THAT THE 2025 Rotorua Budget BE RECEIVED"

Moved: IPDD James Hippolite

Seconded: Area O3 Director Ravikeerti Patil

There being no opposition the motion was carried.

DD Conference Treasurer Murray Coutts was asked to present the May 2025 Conference budget and that through PQD Marlene move that it be adopted.

Murray summarised the budget that was published on the website. The break even number is 130. There was likely to be a small, minimal, surplus.

Please move

"THAT THE MAY 2025 CONFERENCE BUDGET BE ADOPTED"

Moved: PQD Marlene Krone

Seconded: Division L Director Sheryl Dickerson

There being no opposition the motion was carried.

10.7 District 112 Budget

DD District Finance Manager Warwick was asked to present the proposed District Budget for the 2024-2025 year and move that it be adopted.

FM District is looking at breaking even at 94K.

Division K Helen asked how much Divisions were being allocated from the budget.

Warrick confirmed that Conference budgets have been allocated approximately \$600 per Division.

RA Stephen asked if the draft budget has been sent to TI for pre-approval. If not, when will it be done.

Warrick confirmed that the budget will be sent at the conclusion of this meeting and is hopeful that it will be approved.

DD Richard indicated he was keen to ensure there were no further questions prior to submission to TI.

Murray commented on the Speech Budget. He noted the FM needs to notify the Division Directors as to how much money they will have in their budget, based on how many Areas were in each Division.

DD Richard indicated that District is specified 5% of the budget in relation to conferences. It was acknowledged that different Areas and Divisions have often significantly different cost challenges to face.

Secondly, Richard noted some funds have been allocated to the Centenary celebrations to work in extra funds that can be allocated from the Marketing fund. This increases the Division funds by around \$300 to \$900 per Division.

Division L Sheryl asked if an Educational were presented at the Division Conference would this enable extra funding? The Trio need to discuss this.

AD K1 Jennet Penney asked for a breakdown of the travel costs which Warrick clarified.

AD P4 Jobet Panton sought clarification on if the budget allocation also covered food.

Murray confirmed a float charge can be requested for attendance at Division conferences, he also reminded all that Contestants are not able to be charged to attend.

Aroha clarified the Division allocation was just for venue hireage, she queried costs for printing H&S etc.

Murray commented that in D112 it is common practise to have to pay for venues as opposed to the majority of corporate clubs in other countries.

Warrick confirmed TI Policies set the guidelines and we need to abide by these.

AD M5 Steve Vale sought clarification of the extra funding that was going to be allocated for the Centennial Celebrations.

DD Richard confirmed the TI Policy stands and referred to previous practises of attendee's bringing a plate etc.

Division L Sheryl sought clarification of the Division allocation as venue and printing, she queried food, engraving etc. She asked if members need to be charged at the door.

Murray confirmed that District has budgeted for engraving of Division Trophys, but not Area as it was assumed that not many Areas had trophies anymore.

Area M3 Manuela Garcia asked what the situation was around fundraising. As in deposits that had been received to date.

Murray confirmed that funding depicted was used to subsidise lunch for this event.

- DD There being no further discussion Warrick was asked to move the motion
- FM I move

"THAT THE DISTRICT BUDGET BE ADOPTED"

Seconded: Division K Director Helen Madden

There being no opposition the motion was carried.

DD Sincerely thanked Warwick for his efforts.

11 Parliamentarian

11.1. Arrangements for Semi-Annual DCM 27th September 2024

DP Voting procedures are as follows (for online meeting);

As there is a maximum of three votes per member, as each voter has their name prefixed with the number of available votes then they will be assigned to an appropriate Zoom breakout room as and when required. A room guide will explain the procedure to be followed within each room including any accommodation for split voting. Split voting is rare however can be handled.

12 District Directors Report

DD Presented his report as published with no updates

There being NO discussion, I ask for someone to move "THAT THE REPORT OF THE DISTRICT DIRECTOR BE APPROVED."

Moved: Division Q Director Talia Powell

Seconded: Area N2 Director Jerry Jacob

There being no opposition the motion was carried.

DD Now we move to approval of the District Success Plan

DD 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.

The report was not posted to the Website 14 days prior to the meeting, so we required a motion to receive the report

DD Is there a mover to the motion
"THAT WE RECEIVE THE DISTRICT SUCCESS PLAN"

Moved: PQD Marlene Krone

Seconded: CGD Mark Tweedale

There being no opposition the motion was carried.

DD Presented the District Success Plan with no verbal updates,

DD There being no discussion, I ask for someone to move "THAT THE DISTRICT SUCCESS PLAN BE APPROVED."

Moved: AM Toni Sharp

Seconded: PQD Marlene Krone

There being no opposition the motion was carried.

We then move to Approval of the District Communication Plan

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

Following precedent, I have determined that it has to be approved by the District Executive Committee before it is submitted to the RA.

The report was not posted to the Website 14 days prior to the meeting, so we need a motion to receive the report

DD Is there a mover to the motion "THAT WE RECEIVE THE DISTRICT COMMUNICATION PLAN"

Moved: Division L Director Sheryl Dickerson

Seconded: Division K Director Helen Madden

There being no opposition the motion was carried.

The District Communication Plan was open for discussion.

- IPDD James asked what the District Communication Plan was.
- DD Richard confirmed it covered the processes that need to take place during the course of the year.
- DP Neil suggested the document be tidied up prior to presentation to the RA.
- DP Neil will proof read and tidy up the document.

AM Toni indicated that the phrase Interim Report of the Alignment committee will be an addition to be published in March.

"THAT THE DISTRICT COMMUNICATION PLAN BE APPROVED SUBJECT TO CORRECTION"

Moved: Area N3 Director Dan Windwood

Seconded: Area L4 Director Natalia Ortega

There being no opposition the motion was carried.

13 Program Quality Director's Report

PQD Updates to the published Report for September 2024

The report was presented as published, with the following updates:

- 1. The percentage of club officers trained in the period June to August 2024 was 72.5%, not 66% stated in the PQD report. The 2nd round of COT will all be held online in November. Dates are on the District calendar.
- 2. The new contest rules have been communicated to all division and area directors, as well as the top table. Of importance are the new rules around eligibility.
- 3. A workshop on the new rules was held on Saturday 31 August. The purpose was to provide more clarity and understanding of the changes., 45 people attended. The workshop was facilitated by Alun Chisholm (contest consultant) and PQD Marlene Krone.
- 4. A workshop on what you need to know when you are briefing judges or contestants for a contest was held on Sunday 8 September. 15 people attended. The workshop was facilitated by Alun Chisholm (contest consultant) and PQD Marlene Krone.

Both sessions were recorded, and the recordings are available on the District website, or email Marlene if you'd like the recording.

5. Contest scripts – are available for Humorous and Table Topics contests. These can be found on the District Website.

D112tm.org.nz / District / Procedures, Guides and Forms / Contest scripts and resources - click on the 2024-2025 scripts.

Alun Chisholm (Contest Consultant) has been updating these scripts to incorporate the latest contest rules.

6. Super Star Challenge – district-wide challenge to lift numbers of Distinguished clubs in the district and assist clubs to succeed. An opportunity for every club to participate.

Roll out in October this year. Criteria: achieve 5 goals by 31 December, and achieve membership of 20 or net growth of 3 by 31 May 2025

7. Contests are now at Area level, and Division level in early November.

13.3 May 2025 Conference, Rotorua

PQD Held from 16-18 May 2025, Venue is Millenium Hotel - 1270 Hinemaru Street Rotorua, The Dine & Dance Theme is: "The Great Gatsby"

13.4 May 2026 Conference, Auckland

PQD Held 6-8 May? Waipuna Conference Centre, led by Kevin Prohl and Christine Alcott. Emcee will be Robin Grieve. Further updates to come.

13.5 Early notice of bids for May 2027

- PQD In April, we will be calling for bids for the 2027 Conference
- PQD It would be a good time at the Area and Division Conferences to see it there are any clubs or individuals who would like to run the District Conference
- DD The report is open for discussion:
- AD P4 Jobet sought clarification of DCP net membership growth requirements for this year which was confirmed by Marlene
- AD N4 Charles thanked Marlene for her report and asked if she could comment on the comment of the outgoing International President Morag.
- PQD Marlene confirmed IP Morag's comments on the Taupo Conference theme it was incredibly moving.

James was acknowledged for the positiveness and inclusion of that theme.

- AD M5 Steve, sought more detail on the Super Star challenge which Marlene confirmed. He also thanked Marlene and Alun on their efforts with the contest workshops.
- AD N4 Charles offered his thanks for the extra session that was run for COT. This assisted his club in achieving the COT training goal.
- AM Toni clarified that officers are able to attend training in other Districts if they are not able to make it to our own sessions.
- DD As there is no more discussion, I ask PQD Marlene to move that her report be adopted

PQD I move

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

Seconded: Area L3 Director Shane Potter

There being no opposition the motion was carried.

DD Thanked Marlene for her work.

14 Club Growth Director's Report

CGD Updates:

AD reports:

- Completed 37%
- Started 7%
- Scheduled 2%
- Not yet scheduled 54%

Area Directors, although it's still early, please complete your report as soon as possible. We need to know early if there are challenges in your clubs so we can assist where required. A special mention to the following Area Directors who have already completed all of their first-round visits:

- M1 Brendan Richardson
- N2 Jerry Jacob
- N4 Dan Windwood
- O2 Steven Cui
- O4 Victor Huang
- P1 Gordon Gower
- P3 Nicholas Willmore

14.1 Clubs in Formation

There are two prospective clubs:

- Kumeu Kommunicators Murray Coutts is overseeing
- Hobsonville Tim Muhundan is overseeing

Other developing & potential club leads:

- Datacom to split once enough additional members have joined Charles Wilding is overseeing
- Linfox have a demo meeting planned for February Aroha Heene is overseeing
- Gallagher Security have a demo meeting planned for November John DiLeo is overseeing

Murray commended the Division O director on claiming the West Auckland clubs in formation.

14.2 Club Membership

Since submitting the CGD report, as at 17th September -Member payments are now up to 727

14.3 Club Coaches

Five Club Coaches have successfully completed their assignments.

There are currently 12 Club Coach assignments in progress.

DD As there is no more discussion, move that your report be adopted

CGD I move

"THAT THE CLUB GROWTH DIRECTOR REPORT BE ADOPTED"

Seconded: Area L4 Director Natalia Ortega

There being no opposition the motion was carried.

14.3 District Marketing Analysis Plan,

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

Following precedent, I have determined that it has to be approved by the District Executive Committee before it is submitted to the RA.

The report was not posted to the Website 14 days prior to the meeting, so we need a motion to receive the report

DD Is there a mover to the motion "THAT WE RECEIVE THE DISTRICT MARKETING PLAN"

Moved: CGD Mark Tweedale

Seconded: Area L1 Director Beryl Bourhill

There being no opposition the motion was carried.

- CGD Presented the Marketing Plan with no verbal updates. There was no discussion.
- CGD I move
 "THAT THE DISTRICT MARKETING PLAN BE APPROVED."

Seconded: PQD Marlene Krone

There being no opposition the motion was carried.

DD Thanked Mark for his work.

15 District Public Relations Manager's Report

PRM Presented her report with no verbal updates.

There was no discussion.

PRM I move
"THAT THE DISTRICT PUBLIC RELATIONS MANAGERS REPORT BE ADOPTED"

Seconded: IPDD James Hippolite

There being no opposition the motion was carried.

DD Thanked Kenneth for her work.

16 Immediate Past District Director's Report

- IPDD Confirmed his roles as organisation of the Awards Event and coordinate the DLC.
- PDDG Murray raised a point of Order:

All current Division Directors are members of the Alignment Committee and therefore are not able to sit on the DLC. Coupled with this the members of the last DLC are not able to be a member of the DLC two years in a row.

James indicated he would start searching for his committee now.

There was no further discussion.

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

Seconded: Area L1 Director Beryl Bourhill

There being no opposition the motion was carried.

DD Thanked James for his work.

17 Division Directors Reports

Division K Director Helen Madden

Presented her report with no verbal updates

Division L Director Sheryl Dickerson

Presented her report with no verbal updates

Division M Director Margot Burton

Have lost 1 club but other improvements have taken place.

Division N Director Nathan Saminathan

AM Toni raised a Point of order:

that the report needed to be received as was a late publication.

DD Is there a mover to the motion

"THAT WE RECEIVE THE Division N Director report"

Moved: Area N3 Director Dan Windwood

Seconded: Area N4 Director Charles Wilding

There being no opposition the motion was carried.

- DD Invited AD Charles to present the report in the absence of the Division Director Nathan.
- AD N4 Noted that there were errors in the report that he would correct and then forward to the AM for re-publication.

Division O Director Sandeep Kinge

Presented his report with no verbal updates.

Division P Director Tracy Bovett

Presented her report with no verbal updates.

Division Q Director Talia Powell

One verbal update, conjoint Area Q1 & Q2 contests have been held, Q3 had no contestants to be entered into the Division level.

Division R Director Meegan Herewini

Pania club is turning 40 and holding celebration on 6th October. Meegan will be in attendance.

There was no further discussion.

DD I request someone to move "THAT THE DIVISION DIRECTOR REPORTS BE ADOPTED"

Moved: Area L4 Director Natalia Ortega

Seconded: Area M5 Director Steve Vale

There being no opposition the motion was carried.

19 Motions on Notice

There were no Motions On Notice to bring before this meeting.

DD Confirmed that two Alignment Chairs have been appointed, Murray Coutts and Toni Sharp.

20 General Business

20.1 District Incentives 2024 – 2025.

DD I request someone to move

"THAT THE DISTRICT EXECUTIVE APPROVES THE DISTRICT INCENTIVES AS POSTED ON THIS DATE"

Moved: PQD Marlene Krone

Seconded: CGD Mark Tweedale

There being no opposition the motion was carried.

21 Close

DD The next meeting of the District 112 Executive Committee will be online and held on 14th February, 2025, start time to be advised.

The meeting was declared closed at 5:26pm .

APPENDIX ONE

Attendance Register

APPENDIX 1

21-Sep-24

Role	Name
District Director	Richard Perkins
Program Quality Director	Marlene Krone
Club Growth Director	Mark Tweedale
IPDD	James Hippolite
Administration Manager	Toni Sharpe
Finance Manager	Warrick Brooks
Public Relations Manager	Kenneth Gustilo
Division K Director	Helen Madden
Division L Director	Sheryl Dickerson
Division M Director	Margot Burton
Division O Director	Sandeep Kinge
Division P Director	Tracy Bovett
Division Q Director	Talia Powell
Division R Director	Meegan Herewini
Area K1 Director	Jennet Penney
Area K3 Director	Sonley Johnstone
Area L1 Director	Beryl Bourhill
Area L2 Director	George Ham
Area L3 Director	Shane Potter
Area L4 Director	Natalia Ortega
Area M1 Director	Brendan Richardson
Area M3 Director	Manuela Garcia
Area M5 Director	Steve Vale
Area N2 Director	Jerry Jacob
Area N3 Director	Dan Windwood
Area N4 Director	Charles Wilding
Area O2 Director	Steven Cui
Area O3 Director	Ravikeerti Patil
Area O4 Director	Victor Huang
Area O5 Director	Yen Cheung
Area P2 Director	Helen Ivess
Area P4 Director	Jobet Panton
Area Q1 Director	Karan Allen
Area Q2 Director	Chareza Fourie
Area R1 Director	Sheryl McGrath
Area R3 Director	Peter Drew