# Minutes of the District 112 Executive Committee In-person Meeting

## Friday 16th May 2025

Abbreviations Used

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| DD = District Director | AM = Administration Manager | IPDD = Immediate Past DD |
| PQD = Program Quality Director | FM = Finance Manager | LM = Logistics Manager |
| CGD = Club Growth Director | PRM = Public Relations Mgr. | DP = Parliamentarian |
| WM = Web Master | ZM = Zoom Master | |

| 1 | (12:00 pm) | **Call to Order and Welcome** |
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DD Richard warmly welcomed all to the final Executive meeting for the year and asked AM Toni to read the Notice Of Meeting.

DD Richard confirmed the Procedures for this District Executive Meeting.

| 2 | **District Mission Statement** |
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PQD Marlene read the “Mission Statement”

| 3 | **Speaking Rights** |
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DD Richard confirmed the Speaking and Voting rights and extended Speaking Rights only to:

Neil Stichbury, DTM, PDD as District Parliamentarian
Other Past District Directors or District Governors
District Webmaster, Mike Diggins
District Trainer, Amy Overington
District Logistics Manager, John O'Leary
Conference Chair Jennie Arvidson
District Audit Committee Chair, Alistair Jennings
District Extension Chair, Aroha Heene
District Retention Chair, Elizabeth Viljoen
District Quality Chair, Neil Stichbury

*Region Advisor Stephen Budai*

| 4 | **Confirmation of Quorum** |
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**DP** A quorum for an Executive Committee Meeting is the majority of its members.

The Executive currently has **7** senior officers, **8** Division Directors, and **26** Area Directors making a total of **41** members.

A quorum is therefore **21** members.

There were 22 members present at the beginning of the meeting and it was confirmed we did have a quorum. More District Officers joined the meeting while it was in progress.

## 5 Apologies

AM Toni Confirmed apologies had been received from:
Logistics manager John O'Leary
Division K Director Helen Madden
Division P Director Tracy Bovett
Division Q Director Talia Powell
AD L2 George Ham
AD L3 Shane Potter
AD P2 Helen Ivess

Other District Officers were added to this list:
AD R3 Peter Drew

**Motion: "That Apologies Be Accepted"**
Moved: AM Toni Sharp
(No seconder was required)
There being no opposition the motion was adopted.

## 6 Confirmation of Agenda

PDDG Murray Coutts added one item under General Business, re Council & Financials.

**Motion: "That The Agenda, As Amended, Be Adopted"**
Moved: Division N Nathan Saminathan
Seconded: AD P4 Jobet Panton
There being no opposition the motion was adopted.

## 7 Confirmation of the Minutes

PDDG Murray Coutts noted the Attendance List had not been included in the published Draft minutes from 7th March. These are to be added to the final approved minutes to ensure a complete record.

**Motion: "That The Minutes Of The District Executive Meeting Held On Friday 7th March 2025 As Corrected) Are A True And Correct Record".**
Moved: AM Toni Sharp
Seconded: PQD Marlene Krone
There being no opposition the motion was adopted.

7.2 Matters arising from the Minutes

There were no matters arising.

## 8 Correspondence

There was no correspondence to bring to this meeting.

## 9 Urgent Matters

9.1 Since the last District Executive Meeting, there had been one resignation, Manuela Garcia, Area Director M3.

9.2 Since the last District Executive Meeting, no appointments have been made.

9.3 Since the March District Council Meeting Gallagher Club had chartered into Area P4.

**Motion: "That The District Executive Committee Approves The Club Allocation As Listed"**

Moved: IPDD James Hippolite

Seconded: Division M Margot Burton

There being no opposition the motion was adopted.

DD Richard warmly welcome Gallagher to District 112 and thanked the team for bringing this club to fruition.

## 10. Finance Manager's Reports

10.1 FM Warrick presented the **Audit Report for the half year accounts.**

FM Warrick noted we had a lovely and patient District Audit committee this year. The District Audit Committee are responsible for the reviewing and substantiating of whether District funds have been spent in accordance with the mission and governing documents of Toastmasters international and District 112 and comply with policies and procedures of those organisations.

The audit for the 6 months ending 31st December 2024 was completed in April 2025. The committee has verified that the District financial reports accurately reflected District income and expenses and was able to review the details of all expenses incurred.

The committee was satisfied with the way expenses were processed and approved in all respects except for the expenses for claims over $500, where advance verbal approval was given but no evidence of written approval. This was swiftly rectified and met the District policies and was appropriately signed off.

Warrick expressed his personal thanks to the Audit committee, Allister Jennings, Shane Fenton and Aroha Heene for their time, determination and patience.

PDDG Murray raised a point of order that the report be received not approved.

**Motion: "That the Audit Report as Presented be received"**
Moved: FM Warrick Brooks
No seconder was required.

10.2 **District Financial Statement for the period 1st July to 31st December 2024.**

FM Warrick presented the **District *Financial Statement.***
AD M5 Steve Vale asked for more clarity in the next year around funding for Division/Area events.
PQD Marlene indicated she would be attending to this and already had a plan in action.

**Motion: "That the District Financial Statement as Presented be received"**
Moved: FM Warrick Brooks
No seconder was required.

10.3 **District Profit and Loss Account Report for the period 1 July 2024 through 31st March 2025.**

FM Warrick presented the **District Profit and Loss Account Report**
It was confirmed that any surplus funds left by District will be taken back by TI.
It was reiterated that WE are not able to over-spend on the percentage allocated in each section of the budget.

**Motion: "That the District Profit and Loss Account Report as Presented be Received"**
Moved: FM Warrick Brooks
**No seconder was required.**

DD Richard warmly thanked Warrick again for the work put into producing these reports

Two Area Directors joined the meeting at this time.

## 11. District Director Report

DD Richard presented his report with no verbal updates.
He did however warmly thank the District Exec for their commitment and service throughout the course of the year to date.

## 12. Program Quality Director's Report

PQD Marlene presented her report with no verbal updates.

**It was confirmed that no bids have been received for the 2027 Conference.**

In this instance it is the District Director's responsibility to appoint a team. Requested is a location outside of Auckland. These conversations will take place early in July.

| 13. | **Club Growth Director's Report** |
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CGD Mark presented his report with the following updates.

AD reports:

88% complete

3% in progress

4% scheduled

5% not started

Paid Clubs: up 3 to 121, still 9 from target

Member payments: up to 4331, still 314 from target

Distinguished clubs: 32 up 4, still 27 from target

Club Coaches:

Club Coach Status Achieved In the 2024–2025 programme year, 25 Club Coaches supported 18 clubs across District 112. Despite various challenges, including post-pandemic recovery and membership fluctuations, four clubs successfully reached Distinguished status or higher:

Club Name Division/Area Coach(es) Awarded Status

Pakuranga Toastmasters O3 Peter Chatteris, MS3 Select Distinguished

Sunnynook Toastmasters K4 Glenda George, PM4 & Marcus G. Bristol, DTM Select Distinguished

Papatoetoe Club O4 Andy Becker President's Distinguished

Ellerslie Sunrise Toastmasters O2 Mike Diggins, DTM Distinguished

A total of 5 coaches will be eligible to receive the Successful Club Coach Award for their exceptional contributions.

One additional club has been added since March

- Gallagher Toastmasters

There have been 914 - New members so far this TM year

## 14. Public Relations Manager's Report

PRM Kenneth presented her report with no verbal updates.

Kenneth did however sincerely thank her Marketing Team of Wendy Wickliffe, Elizabeth Viljoen, Suresh Paleti, Israel from Glenfield club, Grace from Hamilton Central, Marina from Flying Start Club, thanks also to all who assisted in the course of the year. Special thanks was expressed to CGD Mark Tweedale for always listening.

## 15 Immediate Past District Directors Report

IPDD James presented his report with no verbal updates.

## 16. Division Director Reports

AD K1 Jennet Penney Presented the report for Division K Director Helen with the following updates.

Several clubs had both upward and downward movement in their membership numbers.

Division L Director Sheryl presented her report with no verbal updates.

Division M Director Margot presented her report with the following updates.

One more distinguished Club, other clubs that have also achieve Distinguished or higher.

Division N Director Nathan presented his report with the following updates.

One more report to be received from an AD.

Division O Director Sandeep presented his report with the following updates.

Several clubs have increased their distinguished status level.

In the absence of Division P Director Tracy no verbal updates were presented.

In the absence of Division Q Director Talia no verbal updates were presented.

Division R Director Meegan presented her report with the following updates.

Several clubs had upward movement in both membership and DCP goals.

First City is holding a 35th Anniversary celebration on 13th June.

Eastland & Bay City clubs have closed.

## 17. Consideration of the Reports

The reports were open for discussion.

PDDG Murray Coutts asked Division N Director Nathan, what early action had been taken in relation to two clubs that had had just 7 members, Moo Talk has been suspended, High 5 still sits at 7 which is causing a problem for alignment. Division support is required at these times, It was confirmed that Jerry Jacob had worked hard to keep Moo Talk alive and that an 8th member had been registered on the day the club was suspended. He has been communicating with TI who have now informed him the club now has to get to 12 members.

Nathan confirmed Jerry had been assigned to oversee the Area, along with his own Area, following the resignation of the incumbent AD.

Steve Vale confirmed he was present for Jerry's visit to the club and confirmed he had been extremely encouraging.

Jerry expressed that Moo Talk is still aiming to come back into an active status.

Question on High 5 intentions were queried however there was no opportunity for the Division to respond.

**Motion: "That the District Officers' Reports be approved"**

Moved: AD L4 Natalia Ortega

Seconded: AD M4 Cedric Marie

There being no opposition the motion was adopted.

## 18. District Alignment Report

Alignment Co-chair Murray was invited to present the committee's report for discussion.

The following updates from the published Alignments Report included:

| Division | Club | Membership 29 April | Status 15 May |
|---|---|---|---|
| Northern 5 | Milford Club | 5 | Now 8 members & in good standing |
| Harbour 1 | Moo Talk Toastmasters Club | 7 | SUSPENDED |
| Harbour 4 | High-5 Toasties | 7 | Still 7 members. Not in good standing |

| | | | |
|---|---|---|---|
| Central 5 | Tauranga Toastmasters Club | 0 | Has no members. |
| Central 5 | Achieve Toastmasters | 2 | SUSPENDED |
| Southern 1 | Good Vibes (Online club) | 6 | Now 8 members & in good standing |

**Proposed Amendments to the D112 Alignment Report.**

Waiheke Club is moved from Harbour Area 5 to Harbour Area 1

The Report was then opened for discussion
AD R1 Sheryl McGrath raised a geographic concern with the proposed Clubs in Area's Southern 3 & 4, an amendment was proposed.

The amendment was:
Preamble:

- I would like to submit a proposal to amend the allocation of clubs to S3 & S4. Based on the last appendix which states that clubs should be geographically close to each other, and a club meeting should not have to change their meeting date or time to accommodate an area visit.

- All clubs are currently in Good Standing.

This topic was adjourned for the amendment to be written up.
**Proposal**: That the allocation of clubs in Southern 3 & Southern 4 be as follows:

- Southern 3
  - Palmerston North
  - Feilding
  - Massey University
  - DRI Remarks
- Southern 4
  - Dannevirke
  - Central Hawkes Bay (Waipukarau)
  - IPU
  - PN Advanced

**Motion: "That the amended allocation of Southern 3 & Southern 4 be proposed"**

Moved: AD R1 Sheryl McGrath
Seconded: Division R Meegan Herewini
There being no opposition the proposal was accepted.

AD M5 Steve Vale noted that the clubs currently aligned in the "Western Division" had some concern over the Division name however no prospective alternative name had been suggested.

AM Toni reminded Officers that this was their opportunity to comment and that the recommendation to the DCM would cover the DEC as a whole and not be open to debate by District Officers at the Council meeting.

**Motion: "That the District Alignment recommendations, as amended be Approved for recommendation to the Annual District Council Meeting"**

Moved: Division N Nathan Saminathan
Seconded: AD R1 Sheryl McGrath
There being no opposition the motion was carried.

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| 19. | There were no **District Procedure Changes to bring to this meeting.** |

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| 20. | General Business |

*any items brought up at the start of the meeting*

Murray had a concern relating to representation for the District Council Article 7.0
Where one of the Club Officers has been allocated 2 votes. We need to ensure we operate with total integrity. Clarify in future that the Credentials Chair sends the "Notice Of Meeting" to clubs three weeks prior to ensure the club has ample time to agree to one of the voting members carrying 2 votes.

Cedric raised a concern re Corporate Clubs struggling with membership numbers.
Murray asked for the respective Division Directors to contact him in relation to Corporate Clubs at the conclusion of the meeting.

Sue Caldwell from the Rotorua Conference committee gave an update on conference proceedings and noted that all committee members will be wearing red hats for easy identification.

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| 21. | Close |

DD Richard confirmed that the next meeting of the District 112 Executive Committee will be held on Saturday 5th of July 2025 in Ellerslie, further details TBA.

The meeting was declared closed at 2:32 pm.

## APPENDIX ONE
## ATTENDANCE LIST

| | |
|---|---|
| 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 L Director | Sheryl Dickerson |
| Division M Director | Margot Burton |
| Division N Director | Nathan Saminathan |
| Division O Director | Sandeep Kinge |
| Division R Director | Meegan Herewini |
| Area K1 Director | Jennet Penney |
| Area L1 Director | Beryl Bourhill |
| Area L4 Director | Natalia Ortega |
| Area M1 Director | Brendan Richardson |
| Area M4 Director | Cedric Marie |
| Area M5 Director | Steve Vale |
| Area N2 Director | Jerry Jacob |
| Area O5 Director | Yen Cheung |
| Area P1 Director | Gordon Gower |
| Area P3 Director | Ralph Connor |
| Area P4 Director | Jobet Panton |
| Area Q1 Director | Karan Allen |
| Area R1 Director | Sheryl McGrath |