

District Executive Committee

Full day session, including formal committee meeting

District 91

6 September 2015



Full Day Agenda

Ref	Time	Item
1	09:30	Arrive / Coffee
2	10:00	Welcome
3	10:05	Parliamentary Procedure Workshop
4	11:00	District Executive Committee
5	13:00	Working Lunch At 13:20 there will be a Revitalised Education Programme Briefing over lunch
7	14:00	Strategy Round Tables
8	15:15	Division Council Meetings
9	16:15	Q&A, Notices and Close
10	16:30	One for the road at <u>The Rocket</u>

Parliamentary Procedure Workshop



District Executive Committee



District Executive Committee Meeting

Time	Item	Led by
11:00	Welcome, District Mission	Jean Gamester
11:05	Confirm Roll Call and Quorum	David Sutcliffe
11:10	Recommendations to fill District Officer vacancies	Jean Gamester
11:15	District Success Plan presented for review and approval	Vanessa King Dorothea Stuart
11:40	District Budget presented for review and approval	Jean Gamester & Adnan Lateef
12:05	2014/15 Audit Report	Adnan Lateef
12:20	Report on the District Success Plan and Distinguished program progress: <ul style="list-style-type: none">• 60 second reports from Area and Division Directors• 60 second reports from each DLT member• Report from International Business Meeting and District Leader Training, Jean Gamester.	Jean Gamester
12:50	AOB	Jean Gamester
13:00	Meeting close	

District Mission

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



Roll Call and Quorum

“The district executive committee includes the district director, program quality director, club growth director, public relations manager, district administration manager, district finance manager, area directors, division directors and immediate past district governor.”

“A quorum is established when a majority of district executive committee members attend the meeting.”

District Administrative Bylaws, Article XI:
Committees, (a) District Executive Committee.

District 91 District Executive Council Members	39
Quorum	20
Number of members attending	[Subject to roll call on the day]

Recommendations to fill District Officer Vacancies

Division K Director – Annushia Goede

Area 8 Director – Laurent Nicourt

Area 9 Director – Daniel Broadhead

Area 42 Director – Laura McHarrie

Area 58 Director – Peter Varholak

Area 59 Director – Robert Wyatt

Administration Manager – Helena Brewer

Finance Manager – Adnan Lateef

Public Relations Manager – Sue Fish

Parliamentarian – David Sutcliffe, DTM

District Success Plan

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

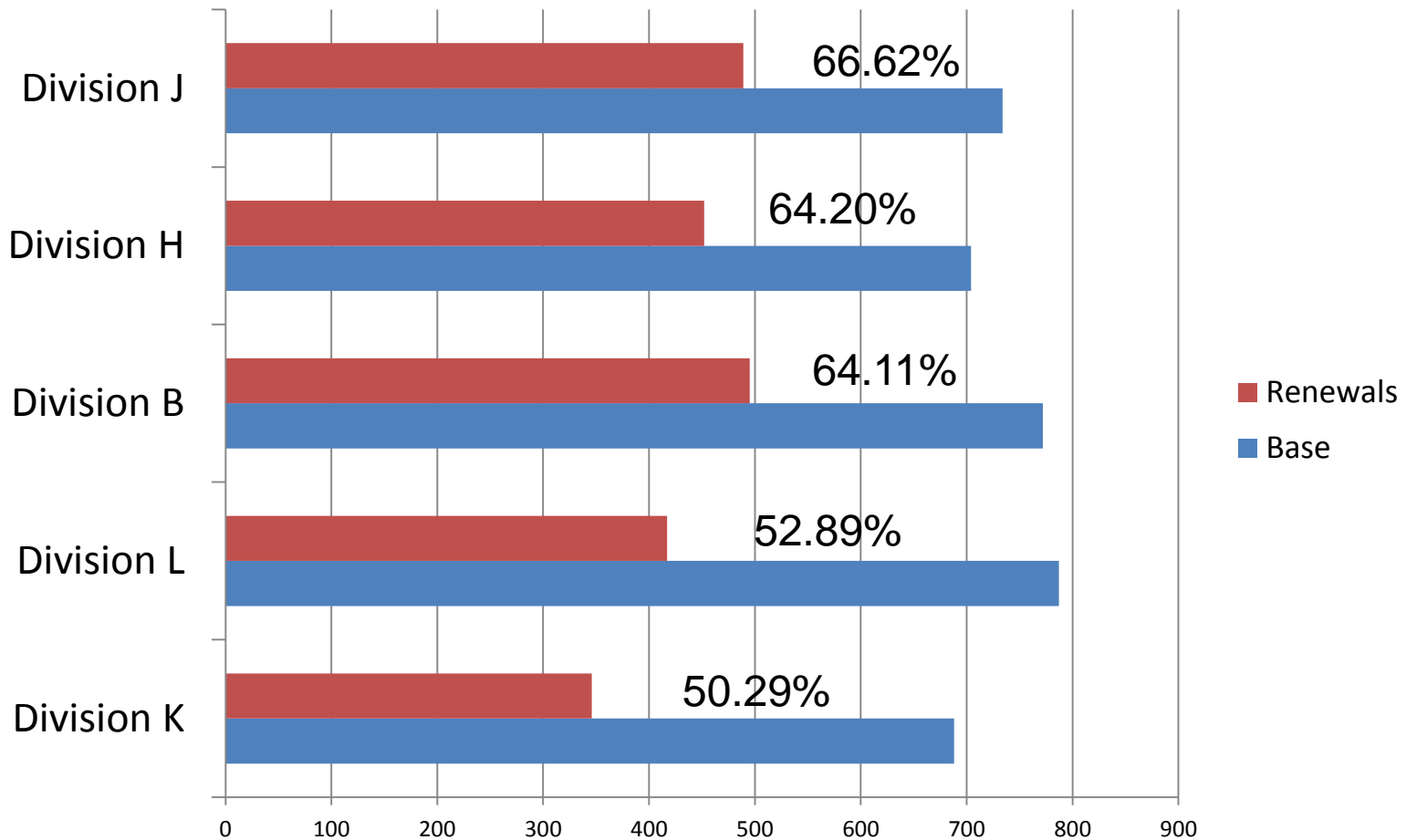
We plan to be a Presidents Distinguished District, PLUS

- At least 10% club growth (requirement is 8%)
- At least 10% member growth (requirement is 8%)
- At least 88% of clubs are distinguished (requirement is 50%)
 - 70% of corporate clubs
 - 95% of community clubs

Membership (Payment) Growth

- Retention of existing members
- Gaining new members
- Gaining members in the “Golden Quarter”

Divisions – last year renewals



Clubs with highest retention *

		Mem Base	Renewals	Transfers	Retention Rate
J	Thame Speakers	26	24	1	96.15%
H	FM Global Communicators	24	21	0	87.50%
L	Croxley Communicators	25	21	0	84%
J	Bicester Achievers	25	21	0	84%
B	Epsom Speakers	34	28	0	82.35%
J	Cheltenham Speakers	26	21	0	80.77%
J	Wessex Speakers	30	24	0	80%
K	Bromley Speakers	44	35	0	79.55%
B	London Cardinals	61	48	0	78.69%
B	Early Bird Speakers	52	39	0	75%

* Includes clubs which renewed 20 members or more

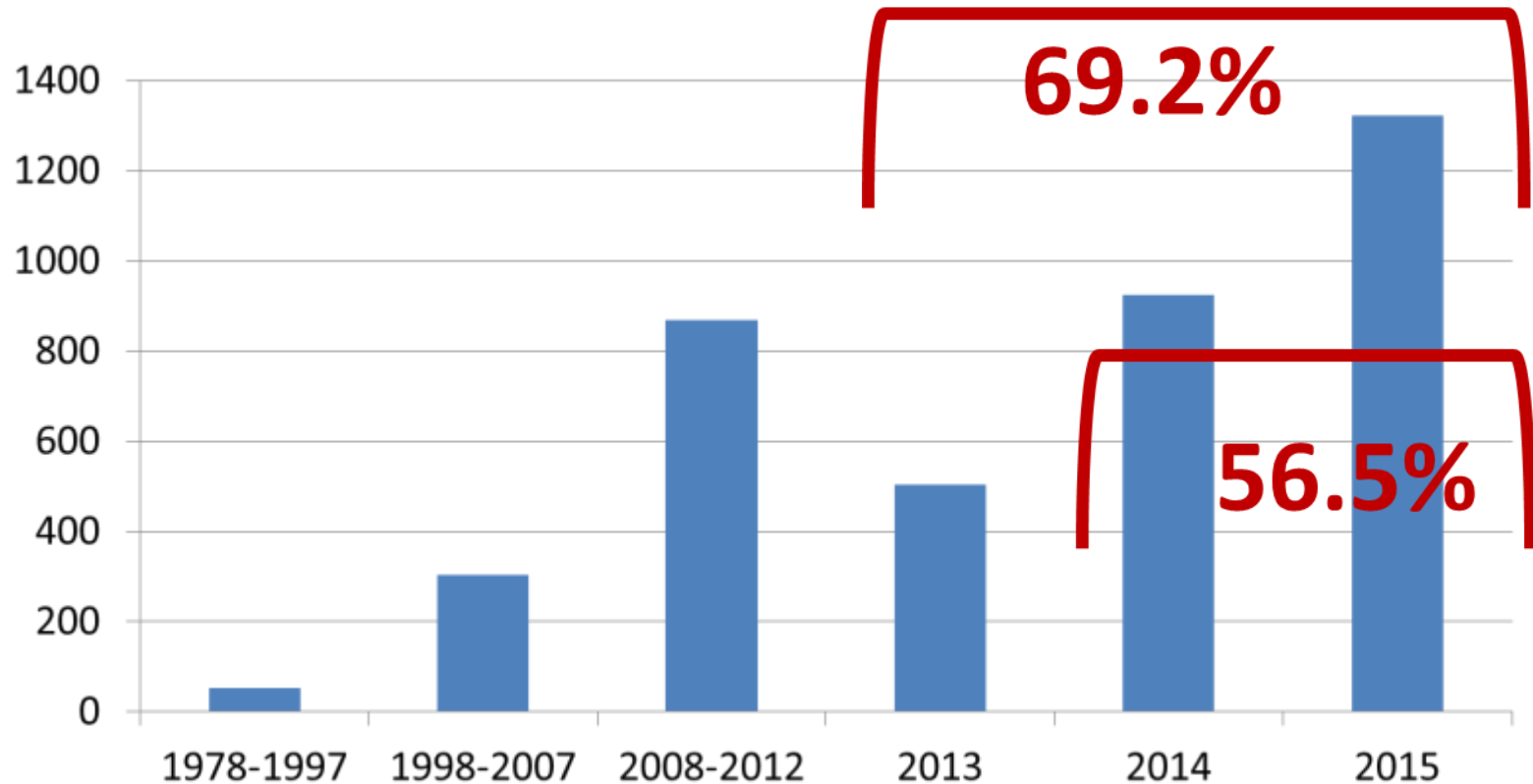
% new members since Jan 2014

2014	925	23.25%
2015	1324	33.27%
	2249	56.52%

How long have we been members?

1978	-1997	54	1.36%
1998	-2007	304	7.64%
2008	-2012	868	21.81%
2013		504	12.67%
2014		925	23.25%
2015		1324	33.27%
		3979	100.00%

Length of membership



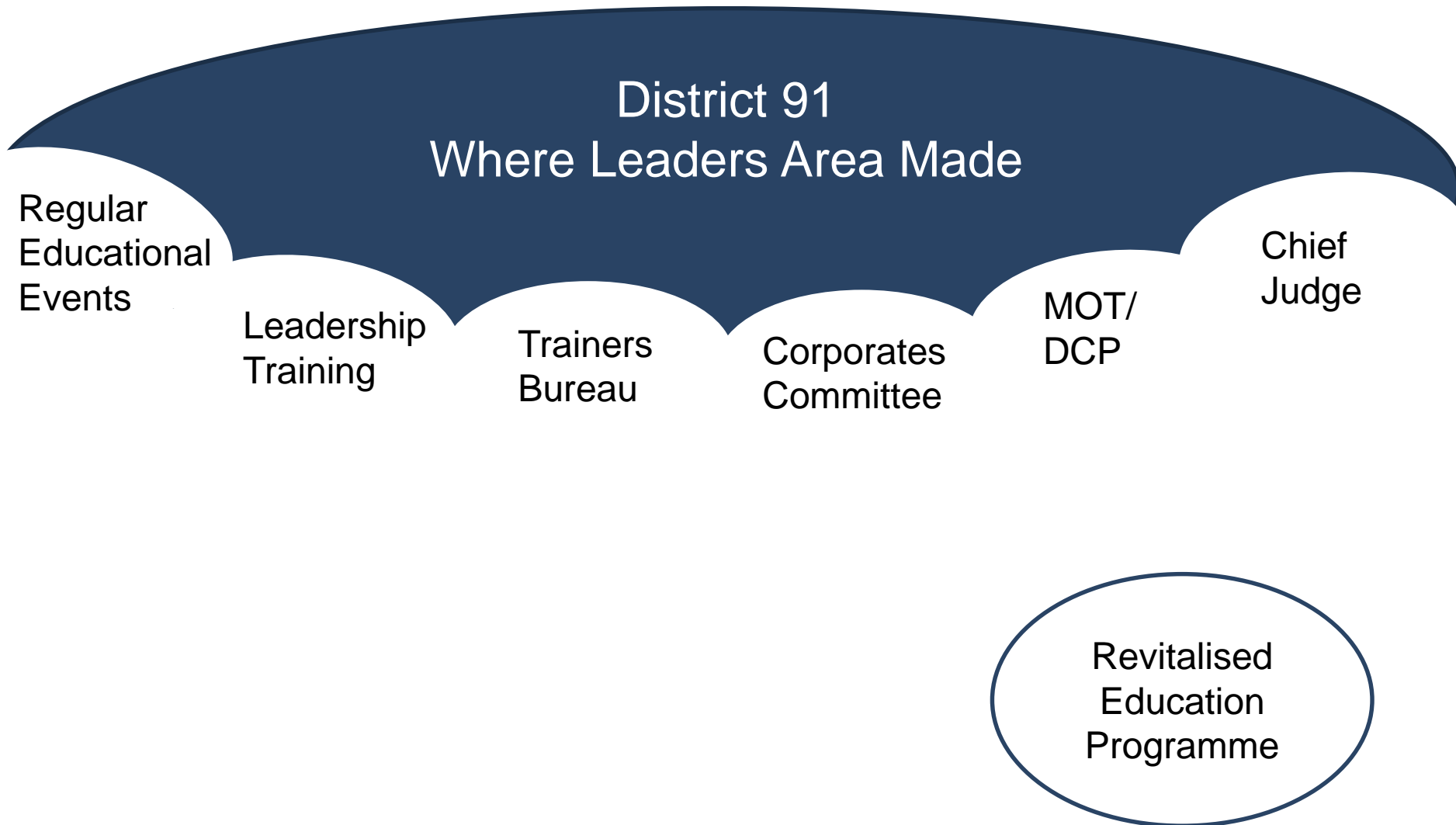
Action for Membership Growth

- Speechcraft Programme
- Youth Leadership Programme
- Membership contests
- Using Moments of Truth
- Local PR
- Wider brand building PR

Action for Club Growth

- Club Development Team
- New club workshops
- Corporate Club Committee
- Club coaches

Club Excellence – 88% Clubs Distinguished



Budget – Introduction and FAQs

- Context of the budget
- Finance Guide
- FAQs
- Expense processing times

District Budget 2015 / 16

A budget to achieve our objectives

Budget component	Allocation (£)	% of Total	Limits
Conferences	£14,449	24%	No Limit
Marketing	£7,259	12%	No Limit
Communications & PR	£5,195	9%	25%
Education & Training	£14,987	25%	30%
Speech contests	£570	1%	10%
Administration	£2,091	3%	20%
Travel	£15,310	26%	30%
Other (Bank charges)	£30	0%	10%
TOTAL	£59,891	100%	

District Audit Report 2014/15

Profit & Loss Account	Actual (£)	Budget (2014/15)
District Revenue	46,472	37,218
Conference	6,933	9,427
Marketing	5,942	5,250
Communications & PR	3,695	5,325
Education & Training	13,771	13,562
Speech contests	916	777
Administration	2,031	1,844
Travel	11,886	13,195
Other (Bank charges)	137	0
NET INCOME	1,161	(12,162)

A clean audit report was issued for D91 on 24 August 2015 for the Financial year 2014-15, as follows:

We the undersigned members of the audit committee have examined the records of District 91 for the 2014-15 term in accordance with the Audit Committee guidelines and believe that this report properly reflects the operation for that term.

Reports

Report on the District Success Plan and Distinguished program progress:

- 60 second reports from Area and Division Directors;
- 60 second reports from:
 - Hilary Briggs, IPDG;
 - Helena Brewer, Administration Manager;
 - Adnan Lateef, Finance Manager;
 - Sue Fish, PR Manager;
 - Dorothea Stuart, Club Growth Director;
 - Vanessa King, Program Quality Director;
 - Jean Gamester, District Director;
- Report from International Business Meeting and District Leader Training, Jean Gamester, District Director;

Any Other Business



Lunch



Revitalised Education Programme

Sandra Lawes, DTM



Strategy Briefings and Round Tables



Strategy Briefings and Group Discussions

Strategy Round Tables

- Each Strategy Person will give a 2 minute update of their area to the full group
- Then host a group for 10-15 minute discussions. They host 4 times, and each person gets to visit 4 groups.

Strategy Leaders

- District Leadership Committee
- District Chief Judge
- Alignment
- Club Quality
- Culture and Diversity
- Trainers Bureau
- Leadership Champion
- Club Development Team
- PR

Hosted by Jean
Gamester

Hilary Briggs
Andy O'Sullivan
Paul Walsh
Vanessa King
Chris Howell
Elizabeth Toohig
Liz Hobbs
Dorothea Stuart
Sue Fish

Division Council Meetings



Division Council Meetings

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division governor notifies attendees at least four weeks before each meeting.
- C. Council members are the division governor, assistant division governor education and training, assistant division governor marketing, and area governors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

**Toastmasters Policies and Protocol
Protocol 7.1
District Events
Page 177**



Official Dates

- **District Executive Council 6th November**, 7:30pm, Marriott, Swindon
- **District Council, 7th November**, 11:30am Marriott, Swindon
- District Conference, **7/8 November**
- **District Officer Training, 23 January**, London
- **District Executive Council, 20 March**, London
- **District Executive Council 6th May**, 7:30pm, Grange City
- **District Council, 7th May**, 11:30am Grange City
- District Conference, 7/8 May

Q&A, Close

