



Ref	Time	Item																								
1	10:00	District Director (DD) Pedro Casillas, DTM , welcomed all to the first District Executive Committee (DEC) meeting of 2017/18, and he thanked everyone for the hard work already done this year.																								
2	10:05	Workshop on Parliamentary procedures D91 DD 2015-16, Jean Gamester, DTM and Monica Horten presented a workshop on Parliamentary procedure which is designed to ensure the DEC can smoothly conduct its business.																								
3	10:55	<p>District Mission</p> <p>Alison Morrison, DTM, Division J Director was called on to recite the District Mission.</p> <p><i>“We build new clubs and support all clubs in achieving excellence.”</i></p> <hr/> <p>Confirm Roll Call and Quorum</p> <p>A majority of the district executive committee shall constitute a quorum.</p> <p>The following apologies were acknowledged:</p> <table border="1" data-bbox="368 1402 1377 1805"> <thead> <tr> <th>NAME</th> <th>DESIGNATION</th> <th>Assistant’s name if present</th> </tr> </thead> <tbody> <tr> <td>Janet Alkema</td> <td>Area A14 Director</td> <td></td> </tr> <tr> <td>Caroline Brewer</td> <td>Area A42 Director</td> <td>Christine Wallach</td> </tr> <tr> <td>Brad Revell</td> <td>Area B52 Director</td> <td></td> </tr> <tr> <td>Rory Graves</td> <td>Area B52 Director</td> <td></td> </tr> <tr> <td>Florian Allwein</td> <td>Area C34 Director</td> <td></td> </tr> <tr> <td>Paul Andreas</td> <td>Area H35 Director</td> <td>Richard Murray</td> </tr> <tr> <td>Ga Lok Chung</td> <td>Area K58 Director</td> <td></td> </tr> </tbody> </table> <p>District Parliamentarian, Jean Gamester confirmed the extent to which the meeting was quorate, with a quorum of 29.</p>	NAME	DESIGNATION	Assistant’s name if present	Janet Alkema	Area A14 Director		Caroline Brewer	Area A42 Director	Christine Wallach	Brad Revell	Area B52 Director		Rory Graves	Area B52 Director		Florian Allwein	Area C34 Director		Paul Andreas	Area H35 Director	Richard Murray	Ga Lok Chung	Area K58 Director	
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4	11:10	<p>Recommendations to fill District Officer vacancies</p> <p>The next item of business was the confirmation of District Officers.</p> <p>Whilst our Area Directors are elected by area councils, a vacancy in any elective office shall be filled by the District Executive Committee based upon the recommendation of the District Director.</p> <p>DD Pedro Casillas read out the list of appointments to vacant leadership positions, made since the May meeting of the District 91 council:</p> <table border="1" data-bbox="312 562 1418 1081"> <tbody> <tr> <td>Area A14 Director – Janet Alkema</td> <td>Area C5 Director - Elaine Lawrence</td> </tr> <tr> <td>Area A46 Director – Gillian King</td> <td>Area H55 Director – Dee Alimi</td> </tr> <tr> <td>Area A62 Director – George Smith</td> <td>Area J4 Director – Clifford Hurst</td> </tr> <tr> <td>Area B8 Director - Brad Revell</td> <td>Area J7 Director - Matt Parker</td> </tr> <tr> <td>Area C45 Director – Shola Salako</td> <td>Area J21 Director – Leela Bassi</td> </tr> <tr> <td>Area B6 Director – Gina Rocque-Drayton</td> <td>Area J22 Director – Carlos Gimeno</td> </tr> <tr> <td>Area C2 Director –Shola Kaye</td> <td>Area J11 Director – Sarah Williams</td> </tr> <tr> <td>Area H53 Director – Ian Upton</td> <td>Area K59 Director - Jason Thompson</td> </tr> <tr> <td>Area K3 Director – Zoe Francis</td> <td>Area L9 Director – Cat Kipling</td> </tr> </tbody> </table> <p>Area L9 Director Cat Kipling raised a point of order: she was in fact elected by the Area L9 Council. DD Pedro Casillas accepted this to be the case and the record is hereby corrected.</p> <p>Additionally, the following support roles to the DLT were appointed since the last Council in May.</p> <ul style="list-style-type: none"> • Public Relations Manager – Nigel Oseland • Finance Manager – Beauty Zindi • Administration Manager – Paul Rhys-Taylor • Parliamentarian – Jean Gamester, DTM • Alignment Committee – Paul Walsh 	Area A14 Director – Janet Alkema	Area C5 Director - Elaine Lawrence	Area A46 Director – Gillian King	Area H55 Director – Dee Alimi	Area A62 Director – George Smith	Area J4 Director – Clifford Hurst	Area B8 Director - Brad Revell	Area J7 Director - Matt Parker	Area C45 Director – Shola Salako	Area J21 Director – Leela Bassi	Area B6 Director – Gina Rocque-Drayton	Area J22 Director – Carlos Gimeno	Area C2 Director –Shola Kaye	Area J11 Director – Sarah Williams	Area H53 Director – Ian Upton	Area K59 Director - Jason Thompson	Area K3 Director – Zoe Francis	Area L9 Director – Cat Kipling
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5	11:15	<p>District Success Plan presented for review and approval</p> <p>DD Pedro Casillas called on PQD Andy Hammond, DTM and CGD Florian Bay, DTM, to present the 2017-18 District 91 Success Plan.</p>																		

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		<p>Area B31 Director Barry O'Connell asked if there is any progress in corporate clubs engaging with the Distinguished Club Programme. PQD Andy confirmed there is and pointed out the need for the district to be responsive to the corporate clubs' specific needs.</p> <p>DD Pedro Casillas shared additional goals with the DEC, around the <i>handover process</i> to successive leaders, <i>rationalizing information</i>, <i>identifying potential leaders</i>, and <i>developing a district mentoring initiative</i>.</p> <p>The District's Success Plan was approved by the DEC by unanimous consent for recommendation for final approval by the District Council in November.</p>
6	11:40	<p>District Budget presented for review and approval</p> <p>PQD Andy assumed control of the meeting to allow DD Pedro Casillas to participate in the budget presentation. DD Pedro Casillas and Finance Manager Beauty Zindi, then presented the 2017-18 District Budget.</p> <p>Useful discussions were held and clarifying questions were answered to justify individual budget areas.</p> <p>As the budget needs further review and development, no vote was held as to budget approval.</p> <p>Action:</p> <ul style="list-style-type: none"> ➤ DLT to complete the budget to meet Toastmasters International requirements, consulting with the DEC via email feedback/questions for offline approval, ahead of it being presented for approval by the District Council on 4th November.
7	12:05	<p>2016/17 Audit Report**</p> <p>IPDD Vanessa King, DTM, present the 2016-17 Year End Audit Report. She explained that the District is required to undergo a six-monthly audit and she confirmed that our final audit for 2016/17 was passed without any issues. The Audit Committee commented on how well organized the file was, thanks to former Finance Manager Meg Heyworth, who was meticulous in arranging the file in a helpful way for the Audit Committee. Further, she ensured that every expense claim had accompanying evidence.</p> <p>There were two areas of learning:</p> <ol style="list-style-type: none"> 1. DLT 2016/17 did not appreciate the need to provide evidence of pre-authorisation of any costs over \$US500, so the current DLT need to consult with Toastmasters International to confirm the form of evidence required. 2. DLT 2016/17 were unaware of the policy around the handling of cancelled cheques. They either were not signed or signed only by one person. The policy requires that even cancelled cheques are signed by two people.

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		<p>IPDD Vanessa extended many thanks to the members of the Audit Committee, Rachel O'Neil, Beauty Zindi, and Sola Salako, under the guidance of Finance Manager, Meg Heyworth.</p> <p>The DEC adopted the 2016-17 Year End Audit Report for approval by unanimous consent. It will be presented to the District Council in November for final approval.</p>
8	12:20	<p>Report on the District Success Plan and Distinguished District Program progress</p> <p>DD Pedro Casillas called on each member of the District Executive Council to present a 60-second report on their progress in delivering the District Mission of building new clubs and supporting all clubs in achieving excellence. Division Directors gave a general overview of their division and reported for any absent Area Director who had not sent a deputy.</p> <p><u>Division A Director Steve Vear</u></p> <ol style="list-style-type: none"> 1. Area 1 Barbara Saph 2. Area 14 Steve Vear reported for Janet Alkema 3. Area 42 Christine Wallach Assistant AD (for Caroline Brewer) 4. Area 46 Steve Vear reported in the absence of Gillian King 5. Area 62 Steve Vear reported in the absence of George Smith <p><u>Division B Joanna Szoska</u></p> <ol style="list-style-type: none"> 1. Area 6 Gina Roque Drayton 2. Area 8 Joanna Szoska reported for Brad Revell 3. Area 29 Glen Savage 4. Area 52 Joanna Szoska reported for Rory Graves <p><u>Division C Robert Wyatt</u> (absent for this section due to illness)</p> <ol style="list-style-type: none"> 1. Area 2 Shola Kaye 2. Area 5 Elaine Lawrence 3. Area 33 Dave Longley 4. Area 34 No report delivered on this Area in the absence of Florian Allwein 5. Area 45 No report delivered on this Area in the absence of Shola Salako <p><u>Division H Arnaud Sartre</u></p> <ol style="list-style-type: none"> 1. Area 32 Stuart Field

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		<p>2. Area 35 Richard Murray (Asst AD) reported for Paul Andreas</p> <p>3. Area 37 Arnaud Sartre reported for Sylvia Lobo</p> <p>4. Area 53 Ian Upton</p> <p>5. Area 55 Dee Alimi</p> <p><u>Division J Alison Morris</u></p> <p>1. Area 4 Clifford Hurst</p> <p>2. Area 7 Alison Morris reported for Matt Parker</p> <p>3. Area 10 Alison Morris reported for Andy Jones</p> <p>4. Area 11 Alison Morris reported for Sarah Williams</p> <p>5. Area 21 Leela Bassi</p> <p>6. Area 22 Carlos Gimeno</p> <p><u>Division K Tomasz Kropiewnicki</u></p> <p>1. Area 3 Zoe Francis</p> <p>2. Area 31 Barry O'Connell</p> <p>3. Area 58 Tomasz Kropiewnicki for Ga Lok Chung</p> <p>4. Area 59 Jason Thompson</p> <p><u>Division L Seema Menon</u></p> <p>1. Area 9 Cat Kipling</p> <p>2. Area 47 Seema Menon reported for Richard Collyer</p> <p>3. Area 56 Seema Menon reported for Armelle Cressent</p> <p>4. Area 61 Seema Menon reported for Kavita Dulai</p> <p><u>Other DLT members</u></p> <p>1 Immediate Past District Director Vanessa King</p> <p>2 Administration Manager Paul Rhys-Taylor</p> <p>3 Public Relations Manager Nigel Oseland</p> <p>DD Pedro Casillas provided his report as District Director, and then reported from International Business Meeting and District Leader Training. DD Pedro Casillas will make available to the DEC written feedback from his voting activities at these meetings and</p>

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		<p>workshops. As regards the dissolution of the district autumn conferences as of 2018 and what it will mean for us, DD Pedro Casillas will take the following action:</p> <ul style="list-style-type: none"> ➤ Write to Lark Doley for further clarification and report back at the November DEC. ➤ Form a committee to ascertain how we as a district wish to go forward with the scheduling of the contests as of next year.
8	12:50	<p>Any Other Business</p> <p>Area C33 Director Dave Longley shared that due to the inspired efforts of Mike Margay of Excalibur Speakers, a demonstration meeting was held at a new club, the first meeting at the very first Toastmasters club in the nation of Sierra Leone.</p> <p>Area B29 Director Glen Savage commented on the stated drive this year to retain members and grow the district, suggesting that we should take credit that people have come and got what they want then left, rather than feel obligated to stay. DD Pedro Casillas requested that Glen have a think about the lesson to be learned and perhaps develop a workshop to signal a way forward.</p>
9	13:00	<p>Meeting close</p> <p>DD Pedro Casillas declared the meeting adjourned at 13:00. The next meeting of the District Executive Committee will be on Friday the 3rd November at 7:30pm at the Hilton London Gatwick Airport, RH6 0LL Horley.</p>