



# District Executive Committee Meeting 17<sup>th</sup> November 2019 – Minutes

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

Morning DEC Meeting																													
Time	Item	Lead																											
10:00	<p><b>Introduction</b> District Director, Florian Bay welcomes everyone to the 2<sup>nd</sup> District Executive Committee Meeting (DEC) in the 2019-2020 Toastmasters Year.</p> <p><b>Meeting Purpose:</b> To Fulfil The District Mission &amp; District Success Plan.</p> <p>1 Review the budget, Address the assignment of clubs to Areas &amp; Divisions in District 91. Audit Committee District Council The DEC comprises of District Leadership Team (DLT), Area &amp; Division Directors. Roberts Rules of Order led by Parliamentarian, Sarah Beckwith,</p>	Florian Bay																											
10:05	<p><b>District Mission</b> 2 We build new clubs and support all clubs in achieving Excellence</p>	Ken Essien																											
10:07	<p><b>Roll Call &amp; Quorum</b> Apologies Received from:</p> <table border="1"> <thead> <tr> <th>Division</th> <th>Area</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>62</td> <td>Grace Jones</td> </tr> <tr> <td>C</td> <td>45</td> <td>Richard Fallon (Attended)</td> </tr> <tr> <td>H</td> <td>15</td> <td>Adenola Olayide</td> </tr> <tr> <td>L</td> <td>9</td> <td>Andy Blake</td> </tr> <tr> <td>L</td> <td>47</td> <td>Rosy Holt</td> </tr> <tr> <td>L</td> <td>61</td> <td>Nike Ogundana</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Division</th> <th>Area</th> <th>Unnotified Absence</th> </tr> </thead> <tbody> <tr> <td>C</td> <td>34</td> <td>Alex Mckee</td> </tr> </tbody> </table> <p>26 Attendees were required for a Quorum and 40 people actually attended. <b>We were therefore Quorate</b></p>	Division	Area	Name	A	62	Grace Jones	C	45	Richard Fallon (Attended)	H	15	Adenola Olayide	L	9	Andy Blake	L	47	Rosy Holt	L	61	Nike Ogundana	Division	Area	Unnotified Absence	C	34	Alex Mckee	Ruth Ribeiro
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Time	Item	Lead
10:10	<b>4 Reports on progress so far in 2019/20 year.</b> - 1 min for each Area/Division Director - 3 mins for each District Leadership Team member	Florian Bay

Title	Name	Success	Challenge
Div A	Mike Burrows	Contests Achieved. Ready for next round.	Fluor 11 Members. Club Coach required. Corporate club with Lunchtime meetings a challenge time wise.
A1	Rob Dewing	Viable no of members in all clubs. Area Director Visits – 27 Nov Havant. Antonia is leading new club. In Havant All clubs thriving well.	No clubs at risk.
A14	Tugçe Yilmaz	Godalming Speakers New club with 26 members. Full Agenda.	Fluor 11 members. Emailed President. No response yet.
A42	Mona De Silva	Clubs Thriving TLI will be held in this area.	Club late submitting renewals. Involving clubs in TLI.
A46	Debs Wallace	AD Reports – Great relationships with Presidents/VPEs Involved in starting up J 21 Burnham Speakers. Wed 18 members pre-charter out of Area.	Work/Life Balance. Finishing AD Reports. Only submitted 1.
A62	Mike for Grace Jones	4 out of 5 AD Visits taken place. 2 ex Area Directors have volunteered to offer support & provide help with Club Officer Training (COT) while Grace has a break. Armada Club 18 Members, Distinguished points wise. Taunton Club, Set up by Christine Wooler and Grace Jones.	Grace taking a break for personal reasons.
Div B	Ken for Rupa Datta (lost voice)	Great fresh talent. Successful Area and Division Contests. Broke even at Division contest. Spring Conference Preparation is	2020 Succession Planning Supporting clubs with Pathways.



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		underway	
B6	Gagan Singh (Absent) AM)		
B8	Shane Snow	Thanks to Kirti, we have run some great Pathways workshops. Victoria /Westminster Area Great Public Sector hunger for Toastmasters Programme. PA Consulting and Foreign & Commonwealth ready to charter. There is great synergy with the Toastmasters values of Inclusion and getting different backgrounds to speak up and take part.	PA Consulting & Foreign & Commonwealth Chartering Processes not yet completed.  Pathways is so IT dependent and many members are not fully engaged even after workshops.
B29	Adam Flisiak	Excellent attendance from Corporate Clubs at Area Contest.	Engage more Club officers, Presidents & VPEs, in COT Training. Unsure of Next Years Area Director Successor. Corporate Clubs – Source & Invite advanced speakers
B52	Adolfo Tunon	Good Rapport with clubs. Meet monthly Daily/weekly watsapp support group. Systemic Success with support	Imperial College – challenge running Toastmasters avoiding University Educational year Gaps, maintaining momentum in Club Growth & Organising special events, & actioning promotions.
Div C	Ken Essien	26 Oct held Division Conference. 2 Superb Workshops & Contests wrapped up. Good membership engagement	Less than 20 members in many clubs. Club, Area & Division Activities.
C2	Sarita Yadav	5 clubs in total. 2 clubs doing well. Membership Award. 2 clubs are meeting their goals. Club visits are completed. 1 Area Visit support submitted.	1 club is struggling. Remaining Area Visit Reports still to submit. Plan for COT 2020 ahead of time.
C5	Ken for Anja Eichen	Enjoy engagement with clubs. Set up mentoring engagement with another Area Director.. Mentoring each other. Area Directors are getting together and bouncing ideas	Renewal Rates in Corporate Clubs is low. Focusing on this now.
C33	Rakesh Patel		



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C45	Richard Fallon	Visited Shell. Offices moved from North to South of the River.	Area Contest Involvement. 2 clubs out of 4 took part..
Div H	Sandra Mighty	Area Directors are doing an amazing job. Speechcraft promotion – fantastic tool.	There is a fall in Membership in some clubs. Looking to promote speechcraft.
H15	Sandra for Adenola Olayide	Legacy speakers has just chartered. Focussing now on Liberty Speakers. There is a plan to boost numbers. We have an Area Party in December. There is collaborative spirit. We have reasons to celebrate.	Some club memberships have fallen.
H32	Tom Thompson	Area Contests were held the Saturday before last. Non-Committee Members attended and took on roles. Hurst Green near Oxsted - new club started.	We were 1 member short of full committee. Hurst club is a community club that currently has 3-4 members. We lost 1 Corporate Club. I attended once. They made their decision and would not let me help them.
A35	Michael Crane	7 out of 7 officers trained in 3 clubs. Increased open dialogue and collaboration.	2 clubs have less than 20 members. I having 18 and the other 15 members. An open house meeting is planned to increase membership.
H37	Mo Dawodu	5 clubs. 1 Corporate. 1 New. 3 Established clubs with strong leadership.. Good sense of community. Area acting as 1 big club. Use of videos & mentoring	To strengthen the Committees so that the burden is not on a few.
H53	Vaneshen Mootosamy	3 out of 4 Area Director Reports have been completed and up loaded to Toastmasters International (TI) 1 Pre-charter club going well. Mole Valley ready for charter. Committee is committed to visiting clubs and supporting Pathways and Easyspeak. Good Progress.	Mole Valley moved to Leatherhead. Membership there is at 14.  1 President is a very new Toastmaster. There are challenges with Direct Messaging via watsapp.
H55	Ellis Byrne	Area Director support from	Current Presidents have member



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		outside the Area has been helpful. Massive thankyou to Tom Thompson, Mona de Silva & Amy, Tom’s assistant. Sandra Mighty formed Division Council at Division Level.	conflicts. More formalised Area Council required. Help is lacking at Area level.
<b>Div J</b>	Nikita parks	4 Pre-charter community clubs & several corporate clubs identified. Thames Valley Corporate Club is up for Pre-Charter. Several clubs reached the 1/70/100 challenge. 1 club has 80 DCP points compared to 60 this time last year. 3 Educational Awards per club. Yet to record awards. Retained 96% drive for Membership. Area 4 at 86%; and Area 3 at 83%; 64% of clubs have 20+ Members	HCL New Club in Egham only 1 member registered on Pathways Consider appointing coaches.
<b>J10</b>	Nikita for Bryan Gunton	Apologies no wifi Area 10 South Wales. Chepstowe on growth trajectory. Will be able to charter in the Spring with some support from the Voice of Wales Members.	All Clubs working on Membership retention after disappointing renewals. Valley and Vales will have 18 members by Xmas so promising. Challenge with Why not speakers, a pre-charter club in Chepstowe which lost members in renewals.
<b>J22</b>	Nikiita for Carrie Baker	Unwell. Division Conference well received.	Community Clubs Thames Down & Abington had low numbers but are starting to grow.
<b>J4</b>	Diane Richardson	Corporate Club held open meeting. 25 expressions of interest from 9 members. Birkenstead Distinguished. Thames Speakers retention rate 95%.	1 challenging club. 3 clubs have attendance rates below 50%.
<b>J7</b>	Murielle Sarda - Hutchings	Oxford Interclub events & fellowship outside clubs. Whitney (Outside Oxford) New	Busy start of the year. Planning ahead for Club officer training, Contests and the



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		Club Inaugural meeting held.	Toastmasters Leadership Institute (TLI) event next year.
J11	Jackie Preuss	4 out of 5 clubs doing well. Visiting each other. Regular visitor influx. 1 club is running Youth Leadership Programme, going into schools & Universities locally.	1 club is very rural and attendance has dropped. Membership is ok. Many of the Members are self employed and travel a lot for business. How to attract members and advertise more widely for members to rural clubs.
J21	Tom Hostetler	Lorraine Hamilton, President of Maidenhead ran Area Contests. Burnham Club New Fledgling club is hoping to charter in 4-5 months. A lot of support from Maidenhead club in Burnham Club.	Was in US 6 wks during Contest Period. HCL Club has lost 13 of 20 Members. Identified only 1 of 7 registered on Pathways. Ascot & Windsor numbers are down.
Div K	Liang T Li	Area Directors committed to successful 2 <sup>nd</sup> November Division Conference. We held 4 workshops and 2 contests. Exceptional feedback. K59 have submitted all their Area Reports. 2 potential new club organised demo meetings in November. Hope to Pre-Charter by Xmas	Build membership, trust, engagement of Corporate Clubs at Community Events. Stratford K12 only 9 renewals at Corporate Club Club coach required.
K3	Kemi Follarin	Good Area Contest at Tidalway. Next Cot to be held there. 4 out of 5 clubs entered the Contest. 1 new club, Tidalway Toastmasters	Ensure meeting Presidents for reports Club visit reports to be submitted next week.
K12	Dave Longley	Successfully Completed Area Contests.	.2 Corporate Clubs need more care from Area Directors.
K13	Andrew Morgan	4 out of 5 clubs +20 Members. Master Speakers: Open House Meeting (Now +20 Members) Bow Bowes ran a great Workshop on Mentoring.	K13 is Canary Wharf. It is heavily weighted to Lunchtime Corporate Clubs. 1 Club has 18 members. Working on action plan. Executive Members stepping down. Replacement of those members



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			and loss of continuity. Master speakers to plan & run contest next time round Challenge finding club mentors
K31	Liang T Li for Avni Vij	Completed Area Contests	Working with Corporatate Clubs. AD to support Credit Suisse and Ofgem.
K58	Nadya Hamedi	All Clubs in Good Standing 30+ Members. 3 out of 5 have Smedley Award 1/20/80 incentive Focus: Pathways adoption & Registering Educational Programmes on Toastmasters.org. 152 Members registered on Pathways. 41 still to register. 31 New Members incorporated. 4 out of 5 Area Reports have been submitted (min requirement) of Toastmasters.org Plant to achieve DCP points and submit.more Educational Progress 2 clubs have submitted 28 Awards New Club: SOAS speakers.	3 clubs have barely submitted any awards 1 club has 8 awards not yet on club central Corporate Club: Pathways not submitted on Club Central.
K59	Francis Itoadon	4 Corporate Club Visit Reports submitted on October 31 <sup>st</sup> . Humorous Contest Sustainable Finance won Pioneer Award City Speakers won Pizza Award for Membership. 20 <sup>th</sup> July 2019 Club Officer Training went well.	Members not completing levels and doing roles. Members do not want to do speeches. Major Challenge, next Club Officer Training (COT) to be held on December 3 <sup>rd</sup> . 2019
Div L	Beauty Zindi	Area Directors are supporting each other. We found 4 people to do Area Visit reports so struggling Director now feels supported. At the Division Conference we have 47 paid attendees, +10 Contestants	1 Area Director is unwell, was depressed re physical situation and not being able to visit Corporate Clubs to do Area Visit Reports. Discouraging inviting people to Division Level Contest. Many have no interest in Division and District Events beyond the Club.



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		We were aiming for 60.	Promote Div/District Events more.
L9	Andy Blake	Great Area Contest More than 45 people in attendance.	How to improve relationships with Club Presidents and foster greater responsiveness.
L47	Rosy Holt	Great Area Contest	Lack of Experienced Members in Area. Poor support from Members.  Sendis millions emails and receives little response.
L61	Nike Ogundana	Contest – 32 People attended.	1 Corporate Club has only 2 members that are interested in anything outside of the Area.
L16	Monika Swiderska	Interclub Presidents meeting for a beer next week. Sharing Club Contests.	Issues with Corporate Clubs. Mindshare: If there are any Area Directors who wish to manage Corporate Clubs only, I'd be happy to discuss. HAC Old Street: 10 Members. Challenging. Tuesday pm Old Street. Workshop. Lack experienced Toastmasters. Open House meeting in January. It is an uphill struggle.
L56	Elaine Kelly	Successful Area Contest. Accenture to run a workshop in the New Year. Aim to encourage doing things in different locations as well as active collaboration and participation.	Club reports to be submitted next week. Membership retainment is a challenge.

Florian Reminded members of the Club Ambassador Challenge.

## DLT TEAM MEMBER REPORTS

Title	Name	Success	Challenge
PR Mgr	Susan Rayner	Redefining D91 Website. Enjoying attending Division Contests Here to add value & Provide PR support to Clubs, Areas, Divisions & District.	Receiving events information too late to assist with PR.  Promoting how she can help clubs promote events.





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		Running My Why Video Event Next Sunday.	
CGD	Helena Boden-Brewer	<p>Help Clubs celebrate renewals successes. Pizza incentives have helped increase memberships.</p> <p>Demo and Open House boxes to distribute.</p>	<p>Being notified in time that Demo and Open House Meetings are happening so as to provide resources and support such as Demo Boxes/Club Coaches.</p> <p>JP Morgan &amp; Honorary Artillery require club coaches.</p>
PQD	Arnaud Sartre	<p>Education &amp; Training: Attended most division events. 567 Awards submitted by clubs. 35 % Traditional Awards 65 % Pathways Awards. 3 clubs: 100% Member adoption in Pathways. 82% of clubs have 100% of Club Officers signed up to Pathways. 68.4% of Members involved in Pathways. 45% of Area visit reports are complete.. 36 Clubs have 5 or more DCP points so are eligible as Distinguished 28 Clubs have 4 / 5 DCP Points</p>	<p>Slides on Laptop. Arnaud working from phone. To make slides available at end of meeting.</p> <p>Pathways Awards not being recorded on Club Central</p> <p>¾ of Area Director Visit Reports still to be submitted</p> <p><b>The Completion Deadline for Area Director Reports is 30<sup>th</sup> November 2019.</b> Please submit reports ASAP</p>
DD	Florian Bay	<p>3,982 is the number of September Renewals (guessed by Rupa Datta) We have 255 more members retained than this time last year, being the equivalent of 12 extra clubs. Retention is greater. Incentives are working. We have 10% more members than last year. A record number of leaders have been trained. We can do it! A number of Triple Crown Awards have already been handed out this year. FB completed Pathways level 4.</p>	<p><b>Forward Focus</b> on: 54 Clubs with less than 20 members. Inspire clubs back up to 20. “Quantity has a Quality of its own.” FB Pathways Level 4 still to be submitted on Club Central. Area Director Visits &amp; Meeting Reports. Area COT round 2 started earlier this year on 1<sup>st</sup> November 2019. 1/70/100 Vision. Will my actions support our Members to achieve more? Will my actions grow our Membership Retention? And Communities? Continue to hold Open House Events/Social Media &amp; Table Topics</p>

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		Still to submit on Club Central. On track to receive Smedley Distinguished Award.	on Trains.
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11:10	<p><b>5</b></p> <p><b>Finance &amp; Expenses Update</b></p> <p>(See slides) Violet went through Profit Loss Account. Procedure for claiming Expenses.</p> <ul style="list-style-type: none"> <li>• <b>Proposed running a clinic to support Members with claims.</b></li> <li>• <b>Reminder to attach all receipts &amp; to claim within 30 days</b></li> <li>• <b>Reference was made to Guidance Handbook re Claims.</b></li> <li>• <b>Pizza Challenge Deadline for Claim is 31 December 2019</b></li> </ul> <p>The Prize is lost if unclaimed. Some clubs are using Pizza fund for Xmas Party Travel is down due to September Mileage Rate Decrease. Sept to October Claim Process also down. <b>Request was made from Rob Dewing to have Google Max in Concur.</b> <b>Violet to look into it with HQ &amp; Action.</b></p>	Violet Karamagi Finance Manager (FIN Mgr)
11:25	<p><b>6</b></p> <p><b>District realignment for 2020/21 year</b></p> <p>District Alignment Committee (DAC). <b>Chair: Janet Alkema.</b> (3 times Area Director &amp; Member of 2 clubs) <b>Technical Support Strategy &amp; Maps: Monika Swiderska.</b> (In Support of Division Directors) <b>New Club Planning, ensuring clubs conform to requirements: CGD, Helena Bowden–Brewer</b> Area Directors.</p> <p><b>Purpose:</b> <b>To build new clubs &amp; support all clubs in achieving excellence. &amp; Align clubs to areas &amp; divisions within District 91.</b> See Slides.</p> <p><b>Date of Next DEC Meeting: 29 February 2020.</b> This will be a face to face meeting This will be approved at the District Council Meeting at the May Conference. In January we shall put together our Proposal for Approval and input from the Division Directors. It is recommended that there are 6 clubs max in each area. 3 Areas have more. Area Directors and feedback are key in the realignment process We look at transport links, not just geographic co-existence. We consider new clubs, failing clubs. 54 have less than 20 members. We take into accounts clubs membership recovery &amp; decline numbers.</p>	Janet Alkema Chair of District Alignment Committee



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	<p>We currently have 120 clubs, 37 Areas &amp; 7 Divisions that make up District 91 UK South., stretching from Toasted Sandwich in the Far East to Plymouth in the far west.</p> <p>Potential growth, 178 Clubs, 21 Official prospective clubs, 9 at risk.. There is a total of 190 possible clubs, with 27 clubs per Division on Average.</p> <p>We have an increase in new club members in those areas already at full capacity such as Divisions H/J &amp; K. To relieve pressure we advise the Area Directors and Division Directors to be creative in how to best cope with the influx of New clubs.</p> <p>It is intended to create new divisions to relieve the pressure on Divisions J &amp; H.</p> <p>It is also envisioned to realign Divisions K &amp; C so that both division have more equal strength. We would like feedback and input from Area Directors through the Division Directors.</p> <p>Maps will be made available for affected divisions..</p> <p>A link was mentioned in the Area/Division Resources Folder.</p> <p><b>November – December 2019: Action Point:</b></p> <p>Division Directors to discuss options with Area Directors.</p> <p>Division Directors from Div. K &amp; C to talk to each other re cross-border work. What is the best outcome for the clubs?</p> <p><b>Action: DAC Chair to collect input.</b></p> <p>There will be a January Zoom call presentation to the DEC</p> <p>The February DEC will be a face to face meeting where the new District Alignment proposal will be presented to the DEC.</p> <p>It was pointed out that Division A maps were missing from the folder.</p> <p><b>Action point: To update folder with DIVISION A MAPS.</b></p> <p>DD, FB Commended the work of the District Alignment Committee and outlined that we are probably the only District in the world to benefit from the use of Cartography for Marketing and Growth, to guide Leaders Decisions.</p>	
<p>11:40</p> <p>7</p>	<p>District Leadership Committee</p> <p>As Immediate Past District Director (IPDD), Andy has also been appointed to the role of Chairman of the District Leadership Team (DLT). He is on the look out for Nominated Candidates for the 7 positions of the District Leadership Team for the 2020/21 Toastmasters Year. That is 7 roles and 7 members.</p> <p>The Area Director Roles are appointed by the Area Council and the Incoming District Director.</p> <p><b>Nominations for the DLT roles need to be in by 15<sup>th</sup> January 2020.</b></p> <p><b>Interviews will be held in February 2020.</b></p> <p>There will be no floor candidates that have not been through the</p>	<p>Andy Hammond</p>



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	<p>nomination interview process.  <b>Candidates will be notified in writing by 25<sup>th</sup> April 2020.</b>  <b>Question: Will Floor Candidates need to state the name of the role they are standing for or can that change?</b></p>	
11:45	<p>8  District Conference Update</p> <p>Barry O’Connell is the May 2020 District Conference Director  The Dates of the District Conference are: 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> May 2020.  (Kindly note this is NOT the bank holiday weekend. In 2020 the bank holiday falls on the 8<sup>th</sup> May to celebrate the end of World War 2)</p> <p>The Venue is likely to be in Canary Wharf.  <b>Tickets will be on sale from January 2020.</b> There is a Price Promise that Early bird tickets will be available until the end of March.</p> <p><b>Key note speakers:</b> To promote gender diversity Key Note speakers this year will be female as last year they were all male.  We are looking for :  <b>Subject Matter requests &amp; Female Key Note Speakers.</b></p> <p><b>Work Team:</b> We need people to step up and join the Team. We are particularly looking for Professionals with experience in Corporate Sponsorship &amp; Marketing.  We would ask the Area Directors and Division Directors to reach out and look for helpers.  We are looking to get a team together comprising of the following additional roles:  Registration  Treasury  Education  Marketing  Coporate Sponsorship  As well as assistance on the day.  Please speak to Barry if you wish to join the team on this buzzing and exciting event.</p>	Barry O’Connell
11:50	<p>9  <b>January 2020 DOT – Initial thoughts</b></p> <p>Our next District Officer Training (DOT) will take place on:  25/26 January 2019.  Probable Venue: Gatwick Hilton.  Action: to put the weblink on Eventbrite in the next 4 days.  The Finance report indicated an overspend on the Education budget at the last DOT. This was largely due to the large number of single room allocations.  The use of Twin rooms will be encouraged in January and those booking single rooms will be charged a single room supplement.</p>	Arnaud Sartre



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		<p>The Focus of the Training will be on Succession Planning. There will be a Leadership Training Session on Saturday, run by Jaap Rushenberg (Region 10 Adviser) There will be a workshop on Area Visit Reports, looking at common issues, planning ahead for the next round and promoting growth. Encouraging Pathways growth. Chart to see adoption of Area Director Percentages for June 2020.</p>	
12:00	10	<b>Toastmasters store update</b>	Arnaud Sartre
12:05	11	<b>D91 Website Revamp</b>  Outstanding Demonstration. Invite members to browse facilities on D91 Website if not yet familiar with new functions.	Susan Rayner
12:20	12	<b>Any Other Business for the District Executive Council</b>	Florian Bay
12:30	<b>Meeting Adjourned</b>		