



District Executive Committee Meeting 29th February 2020 – Minutes

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

Morning DEC Meeting		
Time	Item	Lead
10:00	We were fortunate to have Tuire Vuolasvirta International Director for Europe precede the opening of the District Executive Committee Meeting with some interesting experiences related through the terms, “Know how, Show how, Pow Wow How” The latter referring to getting together with some 2000 other toastmasters at the International Convention.	Tuire Vuolasvirta Intl Director for Europe
10:30	<p>Introduction District Director, Florian Bay welcomed everyone to the 3rd District Executive Committee Meeting (DEC) on 29th February 2020 in the 2019-2020 Toastmasters Year. The Meeting was held in Brighton at the Hilton Metropole Hotel in the Clarence and Lancaster Suites.</p> <p>Meeting Purpose: To Fulfil The District Mission & District Success Plan. To Review the Audit Committee Report The Mid Year Budget Report The Alignment Committee Report. Reports on Progress from Area /Division Directors & the District Leadership Team. To Review Brand Compliance The Leadership Committee update A District Conference Update & 2 x Any Other Business (AOBs), notably DTM issues (as members chase club sponsor and club mentor credit & the potential to treat these roles as box ticking exercises rather than something that requires attention and commitment due to the 30th June 2020 DTM Completion Deadline under the traditional Awards) & the Corona Virus Mitigation & How it could affect Toastmasters and D91. The District Executive Committee (DEC) comprises of the District Leadership Team (DLT) & the Area & Division Directors. Sarah Beckwith, our Parliamentarian, was in attendance to ensure compliance with Roberts Rules of Order.</p>	Florian Bay District Director
10:35	<p>District Mission Nadya kindly read the District Mission, “We build new clubs and support all clubs in achieving Excellence”</p>	Nadya Hamedi K58

District Executive Committee Meeting 29th February 2020 – Minutes



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10:37	3	Roll Call & Quorum		Ruth Ribeiro D91 DLT Admin Manager	
		Apologies Received from:			
		Division	Area		Name
		A	1		Rob Dewing
		A	14		Tugçe Yilmaz
		A	42		Mona De Silva
		A	62		Grace Jones
		B	8		Shane Snow
		B	29		Adam Flisiak
		B	52		Adolfo Tunon
		C	2		Sarita Yadav
		C	33		Rakesh Patel
		C	34		Alex McKee
		C	45		Richard Fallon
		H			Sandra Mighty
		H	15		Adenola Olayide
		H	53		Vaneshen Mootoosamy
		J	7		Murielle Sarda-Hutchings
		J	10		Bryan Gunton
		J	11		Jackie Preuss
		J	21		Tom Hostetler
		J	22		Carrie Baker
		K	3		Kemi Folarin
		K	31		Avni Vij
		K	59		Francis Ltoadon
		L			Beauty Zindi
		L	9		Andy Blake
		L	16		Monika Swiderska
		L	47		Rosy Holt
		L	56		Elaine Kelly
		L	61		Nike Ogundana
		Non DEC Members in Attendance (5)			
European Intl Director	Tuire Vuolasvirta				
Parliamentarian	Sarah Beckwith				
Chair District Alignment Committee	Janet Alkema				
District Conference Director	Diana Robertson				
Asst Area Director	Brighton Gono				
29 District Executive Committee (DEC) Members were required for a					

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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	<p>Quorum. At the start of the meeting, there were 26 people in attendance, made up of 21 DEC members and 5 Non DEC members. 2 Members (Anja Eichen & Tom Hostetler) arrived after the role call, taking the number of DEC Members in attendance to 23.</p> <p>We were therefore NOT Quorate</p>	
10:40	<p>Audit Committee Report</p> <p>4 Violet ran through the Audit Committee Report.</p> <p>(See slides in District Dropbox)</p>	<p>Violet Karamagi D91 DLT Finance Manager</p>
10:45	<p>Mid-Year Budget Report</p> <p>Violet went through Mid Year budget report.</p> <p>(See slides on District Dropbox)</p> <p>She reminded us of the Procedures for claiming Expenses as referred to in the Guidance Handbook re Claims on the District Dropbox account.</p>	<p>Violet Karamagi D91 DLT Finance Manager</p>



District Executive Committee Meeting 29th February 2020 – Minutes

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<p>11:00</p>	<p>Alignment Committee Report for 2020/21 year</p> <p>District Alignment Committee (DAC) Chair : Janet Alkema Geostatistician : Monika Swiderska (Technical Support Strategy & Maps) Club Growth Director : Helena Bowden–Brewer Division directors (responsible for cascading information down to Area Directors).</p> <p>Janet Alkema Chair of the District Alignment Committee commenced her slide presentation reminding us of the Purpose of the District Alignment Committee.</p> <p>To build new clubs & support all clubs in achieving excellence and align clubs to areas & divisions within District 91.</p> <p>See Slides. [insert link]</p> <p>One of the biggest changes being proposed is the creation of a new Division D. Under the realignment proposal Division B29 would be realigned into the new Division D29.</p> <p>The aim is to have 4 active Clubs in each Area (max 5) and (ideally) 5 Areas (max) per Division.</p> <p>Action Points: Division directors to cascade information down to the Area Directors. to provide Janet Alkema with feedback from the Area Directors by Sunday, 26 April 2020. to remain solution focussed & concentrate on the benefits.</p> <p>Janet Alkema: to arrange meeting with Rupa Datta, current Division B director to address any concerns she may have going forward. Gagan Singh B6 Area Director : to feedback information to the clubs in Division B. It is a great opportunity to educate members on the bigger picture of Toastmasters beyond the Club experience.</p> <p>Important Dates: Sunday, 26th April 2020 (Deadline for feedback and approval by the District Council).</p>	<p>Janet Alkema Chair of District Alignment Committee</p>
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District Executive Committee Meeting 29th February 2020 - Minutes Brighton Metropole Hotel



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	Saturday, 2 nd May 2020 District Alignment Presentation to the District Conference	
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District Executive Committee Meeting 29th February 2020 – Minutes

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

Morning DEC Meeting

Time	Item	Lead
11:30	7 Reports on progress so far in 2019/20 year. - 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	We have a total of 26 clubs, including 2 Pre-charter Clubs. We currently have [-] clubs on Select Distinguished and are hoping to reach Presidents Distinguished.	4 Area Directors are not present at today's District Executive Meeting. Corporate Club Fluor is on 11 members. Peter Tate is acting as Club Coach with a view to increasing the Membership numbers.
A1	Rob Dewing	We had 4 or more officers trained at club officer training. Our Area contests are planned next Tuesday, 3 rd March. Hanwick club has reached President's Distinguished.	
A14	Mike for Tugçe Yilmaz	Our Area Contest is being held today, 29 th Feb 2020 (hence absence) All clubs have 20+ Members. Camberley is now Distinguished.	Fluor with 11 Members.
A42	Mike for Mona De Silva	Club officer training. 3 out of 4 trained. Area Contest held on 7 th February 2020. 4 out of 5 clubs are Distinguished. Casterbridge	Farnham in on 18 Members.
A46	Debs Wallace	6 Corporate Clubs Club officer training held last Tuesday. There were 20 attendees including Sarah. Area Contest set for 7 th March	Basingstoke is struggling. They have changed to evening meetings. They lack experienced members. The club contest has been cancelled.
A62	Mike Burrows for Grace Jones	Grace has come back on board. 4 or more members were trained at Club officer training Bristol Central now has 41	

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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

		Members. This is remarkable. South West Club is Presidents Distinguished.	
Div B	Gagan Singh for Rupa Datta (lost voice)	All Clubs are in good health. Hoping for Presidents Distinguished. Tube talks, Zigzag, Phoenix & Polish your Polish hope to get over 20 members.	3 Area Directors could not be present at DEC. Focal points: Sustainability and Quality. Succession planning and fairer elections. Pathways Adoption Brand Compliance.
B6	Gagan Singh	Clubs like SILOS social club are coming together for Club officer training. 4 Presidents collaborated in putting Club Officer training together. Athenians have 62 members.	Pathways adoption
B8	Shane Snow	Freddie Daniels writing workshop was excellent	Tube talks & Phoenix Clubs need support
B29	Gagan for Adam Flisiak	2 out of 3 Corporate clubs???	
B52	Gagan for Adolfo Tunon	6 strong healthy clubs with 20+ Members. Grosvenor Square speakers is about to have its 40 th Anniversary (date??) Vocalise	
Div C	Ken Essien	Holborn Speakers 10/10 DCP points.	Area Director disengagement and lack of commitment (due to personal issues)
C 33	Ken for Rakesh Patel		Struggling ACCA may elect not to continue. Ropemaker and Barius are limping along. St Paul's Speakers is also struggling.
C34	Alex McKee		Clerkenwell are no longer performing. Goldman saks Toastmasters Club likewise.
C45	Richard Fallon	Early Birds	Strand Speakers unhealthy.
C5	Anya Eichen	2 corporate clubs	Covent Gardens speakers and City

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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

		JP Morgan held big event	Limits (moving venue 5 th time in 6 months) Google plans limited club officer training attendance but members attended virtual session online.
Div H	Michael Crane for Sandra Mighty Team	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	Michael for Adenola Olayide		
H32	Tom Thompson	4 very healthy clubs with 20+ members. Joining all 4 clubs regularly. Bi-monthly meetings in person and online. 1 new club	Lost 1 club 1 Club did not manage to get 4 members at Club officer training.
A35	Michael Crane	We are the happy Division. Mo, Ellis and Tom are here today representing Division H. Good interpollination of club Presidents.	There is a gap between speeches being done and speeches being registered. Lack of people coming prepared to be evaluated with correct Templates. Min of 1 Award per member: uncertainly how to register award on TMI portal.
H37	Mo Dawodu	Great fun being Area Director of Canterbury Club in Kent & Toasted Sandwich Club great	Tunbridge Wells challenging Lost 50% of Membership.
H53	Vaneshen Mootosamy		
H55	Ellis Byrne	1 club is distinguished. 2 clubs are select distinguished Battle Abbey area contest	Fall out in 2 clubs
Div J	Nikita parks	18/20 clubs distinguished	Lost 2 clubs in Area 4. Didcot in April and Whitney in June.
J4	Diane Richardson	80% retention rates at 4 clubs. 60 members attended the Toastmasters Leadership Institute hosted by Diane’s Area. Other clubs 21/22 members so healthy.	Lost 2 clubs

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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

J7	Nikita for Murielle Sarda - Hutchings	There is scope for a new community club. We are bursting at the seams. Voice of Wales achieved 10 out of 10 at Club Officer Training.	Bista is a challenge getting up to 20 members
J10	Nikita for Bryan Gunton		
J11	Nikita for Jackie Preuss		Ludlow geographically isolated and poorly integrated.
J21	Tom Hostetler		HCL meeting in Division L
J22	Nikita for Carrie Baker		Imunicor is struggling however they have agreed to provide venue for club officer training there.
Div K	Liang T Li	We have an increase of 5 Clubs and are expecting 3 more 1 is Romford. Need 2 more members to charter. SOAS launch meeting is to be held on 17 march 2020.	Membership retention and renewals. Losing 1 Corporate Club.
K3	Kemi Follarin	3 strong clubs. Area Contest venue: from club closing down.	1 Corporate club to close.
K12	Dave Longley	5 Community Clubs. Barking well attended Colleen is the new President. Barking motto: install balcony. Bridget – to run speechcraft for small businesses within the area.	
K13	Andrew Morgan	Canary Wharf 2 clubs distinguished. Open house meetings	3 clubs not yet distinguished Leadership loss and succession planning.
K31	Liang T Li for Avni Vij	2 more new clubs	
K58	Nadya Hamedi	5 clubs. 1 corporate Cot with 71% trained. Education: 36 Pathways levels	51 Not registered on Pathways. Focus: Clearing data and club elections

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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

		submitted. Contests	
K59	Francis Itoadon		
Div L	Helena Boden-Brewer for Beauty Zindi	The Workshop Speakers Club held an open house meeting in September.	Focus: Renewals
L9	Andy Blake		
L16	Brighton Assistant AD for Monika Swiderska	We have 6 clubs Data speakers are on target for 1 member 1 award.	Honorable Artillery have a club coach. They have 10 members. Experience French have a rescue committee. They have 5 members and all attended Club officer training. Mindshare are struggling with renewals
L47	Rosy Holt	Manor House are to hold an Open House Meeting on 29 April 2020.	Retention: Northern Lights, Angel Speakers & Manor House Speakers have below 20 members.
L56	Elaine Kelly		
L61	Nike Ogundana	HOD are running a Youth Leadership Programme. Watford & Havarians expect 20+ members	TJX have less than 20 members & requested an open house box .



District Executive Committee Meeting 29th February 2020 – Minutes

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DLT TEAM MEMBER REPORTS

Title	Name	Success	Challenge
PR Mgr	Susan Rayner	<p>On Face Book : We have an audience reach of 12,000</p> <p>On Instagram: we have 239 followers.</p> <p>on Twitter: 3,732</p> <p>My why videos are a great success.</p> <p>Cot testimonials. Free content.</p> <p>PR training.</p> <p>Next round of COT training will attend and run workshop.</p> <p>Working with Diane and redesigned the incentives catalogue.</p>	
CGD	Helena Boden-Brewer	<p>Data Cleansing</p> <p>Relevant info checked.</p> <p>Alignment : strong position</p> <p>Guides/20/80 challenge to bring in retention element.</p> <p>Autumn figures of retention: Pizza challenge.</p> <p>Just below 7000 renewals: on track for Smedleys Distinguished.</p>	
PQD	Arnaud Sartre	<p>We have held 4 TLI events</p> <p>3 Corporate COT events</p> <p>The 1st online (with 81 in attendance).</p> <p>We have 580 club officers trained. A 200 shortfall.</p> <p>Div Directors to Tidy up records</p> <p>For Pathways adoption we have almost 71 % enrolment.</p> <p>97 clubs with entire Leadership team.</p> <p>4 clubs have 100% member enrolments.</p> <p>Education Awards:</p> <p>1096 Educational Awards.</p> <p>1/3 traditional awards.</p> <p>We have 19 DTMS this year and</p>	63 base camp managers not enrolled.

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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		are aiming for a smedley distinguished Award.	
FIN. Mgr	Violet Karamagi	Violet requested that we follow the payment rules. She highlighted that when claiming expenses for the DEC on 29 th February 2020 in Brighton. Expenses claimed are for Travel and not for Training.	May Conference Discount Codes: Where members forget to use a Discount Code to book the May Conference, they will have to wait until May for a refund.
DD	Florian Bay	183 clubs this year DCP Eligible clubs: 155 97 clubs with 5+ DCP Awards per member 0.129 Average club size 30.79% Key Areas of Focus Renewing as many members as we can. May have 6,000 members in District. 75% renewals will get Smedleys Distinguished. Submit Awards on Club Central Conclude report.	Forward Focus on: Vision 1/70/100 Will our actions support our Members to achieve more? Will our actions enhance Membership Retention? Will our actions grow our community?

12:30	<p>8 Brand Compliance in District 91.</p> <p>Susan Rayner, District PR Manager and Rupa Datta gave a joint presentation relating to brand awareness. Brand guidelines to be made more readily available on a single landing page on the D91 website. There was a request for ready made modern templates.</p> <p>Consistency in use of the Toastmasters Logo. To provide examples of good practice at Club officer training. Area Directors to check club websites during their Area Visit reports and look out for brand compliance on printed agendas, and on facebook and twitter accounts.</p>	<p>Susan Rayner District PR Manager &</p> <p>Rupa Datta, Division B Director</p>
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District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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<p>12:45</p>	<p>Leadership Committee Update</p> <p>Andy Hammond DTM, IPDD, outlined the role of the District Leadership Committee (DLC), which is governed by the Toastmasters’ Protocol 9.0 District Campaigns and Elections. Details are available on the Toastmasters’ website: https://www.toastmasters.org/leadership-central/governing-documents#Protocol90DistrictCampaignsandElections580</p> <p>9 He particularly emphasised the change in the rules this year relating to floor candidates: Any candidates who have been interviewed by the DLC but are not nominated by the DLC may stand as floor candidates, and must notify Andy, as Chair of the DLC, no later than Friday, 24th April 2020. No other floor candidates are permitted. The only exception is for any role where the DLC makes no nominations for a role, or in the case of the Club Growth Director, fewer than two nominations. Where there is more than one candidate a 2 min speech will be required.</p>	<p>Andy Hammond DTM, IPDD & Chair of the DLC.</p>
<p>12:50</p>	<p>District Conference Update</p> <p>Diana Robertson outlined promotion plans for the District 91 Toastmasters International Conference in London. The dates & venue have now been set. Dates: 1st-3rd May 2020 Venue: Hilton London Canary Wharf Hotel, Marsh Wall , South Quay Square, London E14 9SH. For further information see: conference.d91toastmasters.org.uk #wheredreamsaremade</p> <p>10 Diana prepared a number promotional postcards for us to distribute to members of our club(s) ahead of the Conference. A sales pitching challenge has also been set for members to promote the conference in up to 5 clubs. The last date to join the Sales pitching challenge is: 3rd March 2020.</p> <p>She had many innovative and exciting ideas to promote the weekend. Add the details to our Club Agendas, and websites. Encourage members to develop their sales pitching by taking part in Sales, pitch challenge. Pitches will take 5 mins of Agenda time in Club meetings. Professional Sales trainers will be bought in to help. The product to be sold will be revealed on 4th March. It will be to promote the District Conference. Invite people to the District Facebook page.</p>	<p>Diana Robertson</p>

District Executive Committee Meeting 29th February 2020 – Minutes Brighton Metropole Hotel



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

	<p>Conference Registration: DEC members receive a £100 subsidy. Refunds: If coupons are not used, then refunds will only be made available through the District after May. Action: To clarify where to obtain coupons in advance of booking.</p>	
13:10	<p>11</p> <p>Any Other Business for the District Executive Council a) “DTM Integrity Challenge” to ensure as members chase club sponsor or club mentor credits, prior to the 30 June 2020 deadline, for completion of traditional awards, that roles are not reduced to a box ticking exercise and are given the authentic attention and commitment deserved. We were reminded of the 4 Toastmasters Values: Respect, Integrity, Service, Excellence. To shortcut the rules is unacceptable. We were also reminded that Leadership Service is transferable to the Pathways DTM, whereas speeches are not. There were a number of points raised.</p> <ol style="list-style-type: none"> 1) Since we have had 3 years to work on the DTM programme, why is there a rush in the last 6 months?(Tuire Vuolasvirta) 2) We need to look at lessons learned. Leaders have had time to help VPEs identify members ready to obtain the Distinguished Toastmasters Award (DTM) & help planning within a timeframe. (Nadya Hamedi) 3) We can translate the CC into level 1 by example.. 4) To think in terms of lessons learned. Not pass or fail. (Nadya Hamedi) 5) To remember that only 1% of Toastmasters actually receive a DTM Award. 6) Under the Traditional programme one had to do 40 speeches, 2 Higher Performance Leadership (HPL) projects, Workshops and Leadership roles whereas under Pathways there is a requirement for 28 Speeches, 2 HPL Projects. (That is 12 speeches less than in the traditional award). 7) To act on lack of integrity on a case by case basis. 8) Be nice to those people that sadly missed the boat, show understanding, respect and support. Encourage them to continue. For many they have put in years of service and excellence. <p>The Deadline for getting clubs chartered is: 30th June 2020.</p> <p>b) Corona Virus Mitigation and how it could affect Toastmasters and District 91.</p> <p>c) Date of Next Online District Executive Committee (DEC) Meeting: Sunday, 26th April 2020.</p>	Florian Bay

District Executive Committee Meeting 29th February 2020 - Minutes Brighton Metropole Hotel



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13:15	Meeting Adjourned	