



District Executive Committee Meeting Minutes

Saturday 4th September 2021

Time	Item
10:00	<p>Introduction</p> <p>District Director Helena Boden-Brewer, DTM opened the meeting and explained the purpose of the District Executive Committee (DEC).</p> <p>DD Helena introduced the other members of the District Leadership Team (DLT) and the Zoom Master of the day, Alistair Driscoll Assistant J10 Area Director.</p> <p>DD Helena explained the protocol for addressing the DEC and explained the meeting will be under Parliamentary Procedure and Robert's Rules of Order, supported by the District Parliamentarian Christoph Wanzke.</p>
10:05	<p>District Mission</p> <p>DD Helena called upon Division A Director, Distinguished Toastmaster, Barbara Saph to read out the District Mission.</p> <p style="text-align: center;">“We build new clubs and support all clubs in achieving excellence.”</p>
10:06	<p>Roll Call & Quorum</p> <p>DD Helena called upon the Credentials Chair, Andy Newman to confirm the quorum, and District Administration Manager, Emily McQuillen to announce any apologies:</p> <p>CC Andy reported the following:</p> <ul style="list-style-type: none">• 52 voting members of the DEC• 26 members required for quorum• 33 members had registered for the meeting <p>CC Andy confirmed that the meeting was quorate.</p> <p>AM Emily reported apologies from:</p> <ul style="list-style-type: none">• Colin Simmons, Area H32 Director• Luca Graziani, Area C58 Director• Adrian Moore, Area H35 Director• Ratan Lele, Area C2 Director

10:07

Recommendations to fill District Officers vacancies

DD Helena announced the vacancy for an Area Director and proposed that the District Executive Committee recommends this appointment for approval of the District Council.

Area Directors		Appointed	
D	21	Amanda	Bouch

After hearing no objection DD Helena confirmed that this appointment will be presented to the District Council later this month for final approval with this committee's recommendation.

10:09

Presentation of District Success Plan

DD Helena announced that a summary of the two parts of the District Success Plan will be led by Rupa Datta, Program Quality Director, and Diane Richardson, Club Growth Director. A full written copy of the Success Plan has been circulated to the DEC one week prior to the meeting.

PQD Rupa reported on the District Success Plan Goal Three; Distinguished Clubs. Rupa presented the report in three sections:

1. Building on previous program year (2020/21)
 - Continue to build teams and more Committees
 - Continuation of Webinar Series and Corporate COT sprint
 - Speaker to Trainer – aim to run six sessions
2. Education Programme
 - Primary goal to achieve 100% Pathways enrolment
 - Focus on Speechcraft, Youth Leadership and Mentorship
 - Distinguished Toastmaster guidance
3. Quality
 - Aim for Smedley Distinguished - challenge in clubs with lower members
 - Club Officer Training – targeted for officer roles
 - Club and Area Success Plans

CGD Diane Richardson reported on the District Goals One and Two; Membership Payment Growth and Club Growth.

Diane informed the DEC that to reach target of Smedley Distinguished it requires a net growth of 711 membership payments, and a net growth of 15 clubs.

Diane's vision is for clubs to become more vibrant and see the average membership number of clubs grow from 22 to 25 or more.

Membership Payments

Diane reported on the incentives in place for the year to help grow membership payments.

Club Growth

Diane reported many opportunities for new clubs in three areas:

- Targeting business and professional institutes – already progress in health sector
- Locations outside of cities to reflect change in remote working patterns
- Specialist clubs e.g. focus on Level 4 & 5 projects.

DD Helena thanked Rupa and Diane for their work on the Success Plan and the support from the other members of the DLT.

Helena invited members of the DEC to ask any questions on the District Success Plan goals. After no questions were raised Helena asked if there were any objections to the approval of the District Success Plan.

After hearing no objections, Helena declared the adoption of the District Success Plan approved by the District Executive Committee by unanimous consent and will be presented to the District Council later this month for approval.

10:24

Presentation of District budget

DD Helena invited District Finance Manager Eddy Quah to present a summary of the District Budget.

FM Eddy explained the allocated budget from Toastmasters International (TI) is 25% of the previous year's revenue from membership payments (\$11.25 from each member payment). Eddy reconfirmed the District Mission and that this money is used to support this.

Eddy explained there are limitations of how the District can spend the money as defined in Section 5, Protocol 8.4, Toastmasters International Policy & Protocols.

The budget has taken into account that all District Conferences and Council Meetings will be online this year.

Eddy thanked all the Division and Area Directors who had sent their budgets to him.

Eddy announced that Toastmasters International recognised that membership growth is slow to recover from the pandemic. TI will allow financial flexibility for Districts to budget financial loss no more than 20% loss of total revenue.

Eddy presented the budget summary with comparison to last year's budget and pointed out the following points:

	<ul style="list-style-type: none"> • The membership revenue is £67,041 which is 25% less than the previous year. • All budget allocations fulfil TI parameters • District has strong financial reserves to manage financial loss • A projected spend of ~£96k against overall revenue of ~£83k <p>DD Helena thanked Eddy for his diligence on the budget and the challenges with the reduced budget and invited the DEC to ask any questions.</p> <p>After no questions, Helena asked if there were any objections to approving the District Budget.</p> <p>After hearing no objections, Helena declared the adoption of the District Budget approved by the District Executive Committee by unanimous consent and will be presented to the District Council later this month for approval.</p>
<p>10:33</p>	<p>2020/21 Year End Finance and Audit</p> <p>DD Helena invited Immediate Past District Director, Distinguished Toastmaster, Arnaud Sartre to present.</p> <p>IPDD Arnaud, DTM reported a summary on the 2020/21 financials:</p> <ul style="list-style-type: none"> • Multiple changes to Protocol 8.4 <ul style="list-style-type: none"> - TI re-introduced ability for the District to budget a loss and use the District funds • Membership payment reduction • 27% decrease in Budget • Revenue received from May Conference • Less expenses on Travel and Lodging due to spending a year online. <p>Arnaud presented the Profit & Loss Statement for 2020/21.</p> <p>Audit Complete and returned to TI by 31st August. Arnaud thanked Brad Revell, Immediate Past District Finance Manager, and the Audit Committee team.</p>
<p>10:38</p>	<p>Progress reports on 2020/21</p> <p>DD Helena invited reports from Division Directors in alphabetical order:</p> <p>Division A – Barbara Saph</p> <p>Division B – Amar Visht</p> <p>Division C – Michaela Talbot</p> <p>Division D – Massimo Gaudigno</p> <p>Division H – Debbie Williams</p> <p>Division J – Mo Dawodu</p> <p>Division K – Pamela Odukoya</p> <p>Division L – Sarita Yadav</p> <p>DLT reports from:</p> <p>FM Eddy, IPDD Arnaud, PQD Rupa, CGD Diane, PRM Olga Galaiko</p>

	<p>DD Helena shared an update from the Toastmasters International Convention and District Officer Training.</p> <ol style="list-style-type: none"> 1. Motion to be voted that the President and Treasurer can not be the same person 2. Motion for online proxies to be permitted <p>- Motions to be voted on at next Summer's Convention – formally announced next year January 2022.</p> <ol style="list-style-type: none"> 3. Changes to Level 1 & Level 2 due to come in place towards the end of the year.
<p>11:26</p>	<p>Review of motions for District Council Meeting</p> <p>DD Helena and AM Emily confirmed that there had been no advanced motions for the Council Meeting on Sunday 19th September.</p>
<p>11:27</p>	<p>District Leadership Committee</p> <p>IPDD Arnaud explained the purpose of the District Leadership Committee (DLC); to find the best qualified candidates possible to serve as District Leaders.</p> <p>Arnaud confirmed that the DLC will be governed by the Toastmasters Administrative Bylaws, Article XI.</p> <p>Arnaud reported there will be promotion and webinars scheduled to provide further information and asked everyone to look out for future opportunities for themselves and other members.</p> <p>Arnaud summarised a timeline of events for the DLC leading to the elections on 7th May 2022.</p>
<p>11:33</p>	<p>Education and Training Committee</p> <p>Past District Director, Distinguished Toastmaster Vanessa King reported on findings of the Committee in response to the motion from May 2021 'D91 Training Policy to be reviewed and updated'.</p> <p>Vanessa confirmed that Districts are unable to write their own policy. The Committee could still review member considerations.</p> <p>Three Recommendations:</p> <ol style="list-style-type: none"> 1. Districts can create requirements to achieve credit and best practices 2. Dates for training posted as far in advance as possible but Club Officers must be proactive in finding dates. 3. Club (COT) or (TLI) must follow Toastmasters curriculum, but meet the needs of officers and time constraints of facilitators. <p>The full report will be provided to DEC members to review the recommendations.</p> <p>Vanessa confirmed that D91 has been among the top Districts in the world for Distinguished Club which must be recognized.</p>

11:40	Future Conference and Conference Bid Committee Jill Segal, Conference Committee Member reported her experience as previous Conference Director and the skills gained. Jill confirmed that next year's conference would be online and the committee were still looking for a Conference Director. Any one interested in the next conference or future conference bid should contact PQD Rupa Datta. Rupa thanked the work of the committees and explained that this could be a HPL or DTM project. An appointment due to be made by 1st October 2021.
11:53	Any other Business for the District Executive Committee No other business raised for the DEC.
11:54	Meeting Adjourned DD Helena announced the next DEC meeting will be on Saturday 4 th December 10am. Meeting adjourned at 11:54am.