



# District Executive Committee Meeting Minutes

Saturday 4<sup>th</sup> December 2021

Time	Item									
10:00	<p><b>Introduction</b></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) confirming the Zoom Master of the day will be Administration Manager Emily McQuillen, and Chat Master will be PR Manager Olga Galaiko.</p> <p>DD Helena explained the protocol for addressing the DEC and explained the meeting will be governed under Parliamentary Procedure and Robert's Rules of Order, supported by the District Parliamentarian Christoph Wanzke.</p>									
10:05	<p><b>District Mission</b></p> <p>DD Helena called upon Division D Director, Massimo Guadagnino to read out the District Mission.</p> <p style="text-align: center;"><b>“We build new clubs and support all clubs in achieving excellence.”</b></p>									
10:06	<p><b>Roll Call &amp; Quorum</b></p> <p>DD Helena called upon the Credentials Chair, Andy Newman to confirm the quorum, and AM, Emily McQuillen to announce any apologies:</p> <p>CC Andy reported the following:</p> <ul style="list-style-type: none"> <li>• 52 voting members of the DEC</li> <li>• 26 members required for quorum</li> <li>• 33 members had registered for the meeting</li> </ul> <p>CC Andy confirmed that the meeting was quorate.</p> <p>AM Emily reported apologies from:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Xavier</td> <td style="text-align: center;">Graham</td> <td style="text-align: center;">Area A62 Director</td> </tr> <tr> <td style="text-align: center;">Ratan</td> <td style="text-align: center;">Lele</td> <td style="text-align: center;">Area C2 Director</td> </tr> <tr> <td style="text-align: center;">Rembrandt</td> <td style="text-align: center;">Kuipers</td> <td style="text-align: center;">Area D14 Director</td> </tr> </tbody> </table>	Xavier	Graham	Area A62 Director	Ratan	Lele	Area C2 Director	Rembrandt	Kuipers	Area D14 Director
Xavier	Graham	Area A62 Director								
Ratan	Lele	Area C2 Director								
Rembrandt	Kuipers	Area D14 Director								

	Colin	Simmons	Area H32 Director
	Mike	Weston	Area J4 Director
	Pamela	Odukoya	Division K Director

**10:07 Adoption of Agenda and Approval of last Meeting Minutes**

The meeting agenda was adopted and the previous meeting minutes (sent on 9<sup>th</sup> October 2021) were approved by unanimous consent.

**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	
C	34	Sabrina	Aici

After hearing no objection DD Helena confirmed that this appointment will be presented to the District Council in May 2022 for final approval with this committee’s recommendation.

**10:09 Finance & Expenses Update**

Finance Manager, Eddy Quah gave an update to the DEC of his role split into the categories of General, Finance Training, District Assets, Profit & Loss, and Budgeting.

Division and Area Budget Update

- Six Division Directors provided a budget to date; A, B, D, J, K & L
- Four Divisions have approved expenses recorded
- 16 Area Directors (ADs) have provided a budget, and only four ADs have expenses recorded.

Revenue

- July – October: cumulative revenue under by £1,834.
- To close revenue gap £3,435 (or 594 members) is needed in November.

Expenses

- Projected spend so far of £22,414 vs. actual spend of £8,399.
- Low percentage of clubs claiming incentives e.g. only 28.6% of clubs claimed the ‘beat-the-clock’ award.

FM, Eddy reminded the DEC to submit claims in a timely manner and to consult the D91 Finance Guide for assistance in making claims.

Eddy presented two dashboards he created; the Finance Dashboard for all Areas to track their budget, and the incentives dashboard that the DEC can use to track the club claims.

	<p><u>Questions &amp; Answers</u></p> <p>Q: Could you please explain the figure in red (£1,009) in the web graph? <i>Gina Roque-Drayton Area K12 Director</i></p> <p>A: The year started with a negative base instead of zero due to unclaimed Conference expenses (answered during the one minute progress report section)</p> <p>Q: Do Clubs need to claim for club officer pins won for the training incentive? <i>Jeanette Davis, Area C5 Director</i></p> <p>A: Eddy confirmed that the pins would be sent out by the District Leadership Team and any cash claim would need to be claimed by the clubs.</p>
<p><b>10:32</b></p>	<p><b>District Alignment</b></p> <p>District Alignment Committee Chair Janet Alkema explained the purpose of the Committee. The ability of an Area Director to provide service is considered as well as expected growth or failure during the alignment process.</p> <ul style="list-style-type: none"> <li>• Areas to consist of between 4 to 6 clubs (average 5)</li> <li>• Divisions to have a minimum of 3 areas (ideally 5)</li> </ul> <p>Janet outlined the timetable for delivery for this year 2021/22:</p> <p>26<sup>th</sup> February 2022: First Draft of District Alignment Proposal presented to DEC.</p> <p>24<sup>th</sup> April 2022: Final District Alignment Proposal to be passed by the DEC.</p> <p>7<sup>th</sup> May 2022: Final District Alignment Proposal to be approved at the District Council meeting for submission to Toastmasters International.</p>
<p><b>10:44</b></p>	<p><b>Conference Update</b></p> <p>The 2021/22 Conference Director, Debbie Williams shared the promotional video for the D91 Spring Conference 6-8 May 2022. The ticket details of the conference are not yet ready to be shared.</p> <p>Debbie invited all members to submit their video or photo of “I am D91” that will be used in another promo video leading up to the event.</p> <p>Debbie introduced the Gavel race inspired by the Olympic Games. Each Division will be given a Gavel that must visit each club and back before the start of the Conference. The winning Division will be the most creative travels.</p> <p>Debbie announced the themes for the three days of the Conference:</p> <p>Friday – Motivation</p> <p>Saturday – Inspiration</p> <p>Sunday – Education</p>

	<p>Debbie informed the DEC that roles are still needed to support the conference, which are advertised on the D91 website.</p> <p>Programme Quality Director, Rupa Datta confirmed that it would primarily be an online conference but hopes that there will be an in-person element.</p>
<p><b>10:52</b></p>	<p><b>New Club Activity</b></p> <p>Club Growth Director, Diane Richardson shared updates from the last 5 months.</p> <ul style="list-style-type: none"> <li>• 20 Club Leads including 4 Gavel (Youth Leadership) clubs</li> <li>• Seven Demo meetings – corporate clubs</li> <li>• Two New Chartered Clubs: Sussex Online Speakers and Epsom (ESTH) Hospital Toastmasters</li> <li>• Three Pre-Charter Clubs</li> <li>• Searching for New Opportunities – NHS Trust, Companies, Communities</li> <li>• Recruiting for Club Coaches and Mentors</li> </ul>
<p><b>11:07</b></p>	<p><b>Progress reports 2021/22 so far</b></p> <p>DD Helena invited one minute reports from all Divisions and Areas led by each Division Director in alphabetical order:</p> <p>Division A – Barbara Saph  Division B – Amar Visht  Division C – Michaela Talbot  Division D – Massimo Gaudigno  Division H – Debbie Williams  Division J – Led by Charlotte Hitchings (AD J10) in Mo Dawodu’s absence  Division K – Led by Gina Roque-Drayton (AD K12) in Pamela Odukoya’s absence  Division L – Sarita Yadav</p> <p>Members of the DLT provided a one minute update: PR Manager Olga Galaiko, CGD Diane Richardson, PQD Rupa Datta, AM Emily McQuillen, FM Eddy Quah and DD Helena Boden-Brewer.</p>
<p><b>12:14</b></p>	<p><b>District Leadership Committee</b></p> <p>Immediate Past District Director, Arnaud Sartre outlined the purpose of the District Leadership Committee (DLC) governed by the District Administrative Bylaws Article XI: Committees</p> <p>IPDD Arnaud encouraged all members of the DEC to play a part in talent scouting for the next District Leaders and development opportunities.</p> <p>Timeline (Published on District 91 website):</p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> December 2021 – 31<sup>st</sup> January 2022: Applications open</li> <li>• February – mid-March 2022: Interviews</li> <li>• 26<sup>th</sup> March 2022: DLC report to District Director</li> </ul>

	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> April 2022: DLC report submitted to District Council</li> <li>• 7<sup>th</sup> May 2022: District Council Meeting &amp; Elections</li> </ul> <p>IPDD announced there would be no interviews for Area Director candidates, but the DLC will support Area Directors for their own elections.</p>
<b>12:33</b>	<p><b>Advanced Motions</b></p> <p>IPDD Arnaud proposed the motion for Area Director Elections:</p> <p>“I propose that Area Director elections be held by Area Councils no later than midnight London time on Saturday 23<sup>rd</sup> April 2022”</p> <p>PQD Rupa Datta seconded the motion.</p> <p>After hearing no objection DD Helena Boden-Brewer adopted the above motion.</p>
<b>12:36</b>	<p><b>Any other Business for the District Executive Committee</b></p> <p>No other business raised for the DEC.</p>
<b>12:37</b>	<p><b>Meeting Adjourned</b></p> <p>DD Helena announced the next DEC meeting will be on Saturday 26<sup>th</sup> February 10am.</p> <p>Meeting adjourned at 12:37pm.</p>