



# District Executive Committee Meeting Minutes

Saturday 26<sup>th</sup> February 2022

Time	Item												
10:02	<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 and Chat Master of the day will be Administration Manager Emily McQuillen.</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>												
10:10	<p><b>District Mission</b></p> <p>DD Helena called upon Division H Director, Debbie Williams to read out the District Mission.</p> <p><b>“We build new clubs and support all clubs in achieving excellence.”</b></p>												
10:11	<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>• 51 voting members of the DEC</li><li>• 26 members required for quorum</li><li>• 28 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"><tbody><tr><td>35</td><td>H</td><td>Moore</td><td>Adrian</td></tr><tr><td>1</td><td>A</td><td>Jones</td><td>Benjamin</td></tr><tr><td>32</td><td>H</td><td>Simmons</td><td>Colin</td></tr></tbody></table>	35	H	Moore	Adrian	1	A	Jones	Benjamin	32	H	Simmons	Colin
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7	J	Martin-Rendon	Enca
5	C	Davis	Jeanette
18	B	Brollo	Joy
22	J	Rizzo	Mathew
	PRM	Galaiko	Olga
	K	Odukoya	Pamela
2	C	Lele	Ratan
14	D	Kuipers	Rembrandt
6	B	Roche	Stephen

**10:13**

**Adoption of Agenda and Approval of last Meeting Minutes**

The meeting agenda was adopted and the minutes from the previous DEC meeting (4<sup>th</sup> December 2021), and the 9<sup>th</sup> February electronic vote were approved by unanimous consent.

**10:14**

**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	
L	47	Sushil	Shah
K	31	Almeric	Johnson

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.

**10:16**

**Finance & Expenses Update**

District Finance Manager Eddy Quah provided an update to the DEC of the Revenue and Expenses.

	Revenue	Expense
Budget	£34,643	£36,772
Actuals	£31,425	£14,365
Variance	<b>£3,218</b>	<b>£22,407</b>

Membership revenue is £3.7k lower than planned. FM Eddy urged members to pay renewals on time.

	<p>Eddy reminded DEC members to refer to the Finance guide when claiming expenses and to adhere to the expense categories set out by TI HQ.</p> <p>Eddy informed the DEC of the purpose of the Audit Committee and provided an update of the Mid-Year Audit. The committee submitted to TI and is awaiting response. The recommendations from the Committee are:</p> <ol style="list-style-type: none"> <li>1. Timely submissions of expenses</li> <li>2. Upload Receipt/Invoice attachments at Detail level</li> <li>3. Receipt must show clear transaction dates</li> <li>4. Must be only receipts/invoices – not orders or bank statements</li> <li>5. Grocery receipts cannot be used for the Meal Claim – up to £20</li> </ol>
<p><b>10:30</b></p>	<p><b>District Alignment</b></p> <p>District Alignment Chair Janet Alkema confirmed her role in ensuring there is an even spread of clubs across areas.</p> <p>Janet presented the proposal to introduce a new area in Division A (Area 17), and continues consultations with Division A Director.</p> <p>Janet also recognised the growth in Division D and stated that there was no proposal at this time for a new area but there is potential for this during next year.</p>
<p><b>10:38</b></p>	<p><b>Progress reports 2021/22 so far</b></p> <p>Division Directors presented 3 minute update on their Divisions:</p> <p>Division L – Sarita Yadav</p> <p>Division K – presented by Rose Nakibirango on behalf of Pamela Odukoya</p> <p>Division J – Mo Dawodu</p> <p>Division H – Debbie Williams</p> <p>Division D – Massimo Gaudagnino</p> <p>Division C – Michaela Talbot</p> <p>Division B – Amar Visht</p> <p>Division A – Barbara Saph</p> <p>The District Leadership Team provided three minute updates:</p> <p>AM Emily McQuillen provided an update on behalf of herself and PR Manager Olga Galaiko:</p> <p>Emily reminded the DEC members to support the District by sharing and liking posts on social media.</p>

	<p>CGD Diane Richardson presented a membership update:</p> <ul style="list-style-type: none"> <li>• 3668 unique members, 3882 membership payments</li> <li>• 600 renewed to September, 21 Winners of Early Bird</li> <li>• 104 Clubs 4+ new members</li> <li>• 29 Clubs 10+ new members</li> </ul> <p>PQD Rupa Datta presented an update, including High Performance Leadership projects, Contest eligibility, and Club Officer elections</p> <p>DD Helena Boden-Brewer provided an update of the Global Ad Campaign, and the club video submission. Helena recognised the innovations of the District including incentives and reminded all to make use of the resources.</p>
<p><b>11:31</b></p>	<p><b>District Conference Update</b></p> <p>Conference Director, Debbie Williams shared an update of the date the tickets go on sale and reminded the DEC of the themes of the conference.</p> <p>Debbie shared that there will be a new platform for the conference this year and the result of the Gavel race will be revealed during the Opening Ceremony.</p> <p>PQD Rupa announced to the DEC that the Contest finals for the International Speech Contest will pre-recorded a few days before the conference weekend. The other three contests will be held live as usual.</p> <p><b>Q: Division B Director, Amar Visht</b></p> <p>Why has the decision made to hold this before the conference date? Will the contestants know the results before the Conference?</p> <p><b>A: Rupa Datta</b></p> <p>The International Speech is the only contest that continues on beyond the District, and the semi-finalists are judged based on their recordings. The decision was made with both the Chief Judge and Conference Director, and supports the technical aspects of the conference.</p> <p>Rupa confirmed that the winners will not be announced to anyone until the Conference weekend.</p> <p><b>Q: Area Director, Charlotte Hitchings</b></p> <p>Will the date take into consideration contestants' commitments, as some may be unable to make a date during the week?</p> <p><b>A: Rupa Datta</b></p> <p>The date is likely to be 30<sup>th</sup> April – the weekend before.</p>

<p><b>11:40</b></p>	<p><b>District Leadership Committee</b></p> <p>Immediate Past District Director, Arnaud Sartre provided an update of the District Leadership Committee (DLC) process. Arnaud announced that the applications had been re-opened until Monday 28<sup>th</sup> February 2022.</p> <p>The final DLC report will be shared with the District Council by 9<sup>th</sup> April.</p> <p>Arnaud urged the DEC to prioritise succession planning and shared the handover resources available. Arnaud reminded the Area Directors of the deadlines for elections:</p> <ul style="list-style-type: none"> <li>• Elections must be held by Saturday 23<sup>rd</sup> April.</li> <li>• Notice must be sent to Area Council four weeks before election.</li> </ul> <p>Arnaud shared the voting privileges and election quorum for Area Director elections.</p> <p>The election minutes must be recorded and sent to the District Director, Helena Boden-Brewer.</p> <p>Q: Area Director L47 Sushil Shah</p> <p>Is it mandatory to hold elections? What happens if there are no candidates?</p> <p>A: The election should be scheduled, and recorded. Candidates can stand from the floor.</p> <p>If no-one is elected, there must be an appointment later on. Arnaud reminded everyone to seek the leadership potential to source vacancies.</p>
<p><b>11:55</b></p>	<p><b>Advanced Motions</b></p> <p>No advanced motions were raised</p>
<p><b>11:56</b></p>	<p><b>Any other Business for the District Executive Committee</b></p> <p>No other business raised for the DEC.</p>
<p><b>11:56</b></p>	<p><b>Meeting Adjourned</b></p> <p>DD Helena announced the next DEC meeting will be on Sunday 24<sup>th</sup> April.</p> <p>Meeting adjourned at 11:56am.</p>