



District Executive Committee Meeting Minutes

Sunday 24th April 2022

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) confirming the online Zoom Master and Chat Master will be Public Relations Manager Olga Galaiko, supported by Administration Manager Emily McQuillen in the room.</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>
10:04	<p>District Mission</p> <p>DD Helena called upon Division J Director, Mo Dawodu to read out the District Mission.</p> <p>“We build new clubs and support all clubs in achieving excellence.”</p>
10:05	<p>Roll Call & Quorum</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><u>Credentials & Quorum</u></p> <p>CC Andy reported the following:</p> <ul style="list-style-type: none">• 51 voting members of the DEC• 26 members required for quorum• 35 members had registered for the meeting <p>CC Andy confirmed that the meeting was quorate.</p>

AM Emily reported apologies from:

Name	Role
Jackie Graybill	Area Director
Luca Graziani	Area Director
Rembrandt Kuipers	Area Director
Colin Simmons	Area Director
Ben Jones	Area Director
Enca Martin-Rendon	Area Director
Matt Rizzo	Area Director
Xavier Graham	Area Director
Rose Nakibirango	Area Director

10:08 Adoption of Agenda and Approval of last Meeting Minutes

The meeting agenda was adopted and the minutes from the previous DEC meeting (26th February 2022), were approved by unanimous consent.

10:09 Recommendations to fill District Officers vacancies

DD Helena announced the resignations from Area Directors Mike Weston (J4), and Lucy Rossa (B8). Helena announced the appointment of Area Director for J4 and proposed that the District Executive Committee recommends this appointment for approval of the District Council.

Area Director		Appointed	
J	4	Ron	Mayne

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.

10:10 Finance & Expenses Update

Finance Manager, Eddy Quah presented an update in three areas; Overview of Financials, Incentives, and Concur.

Financials

FM Eddy explained that 25% of each members’ TI fee (\$7.50 per month) is returned back to the District to manage the expenses.

The revenue has been lower than expected. The District has met 96% of membership revenue target (£2.5k lower than planned). The lowest hit was in Q2 at 24% less than budgeted.

There has been a major underrun in most Expense areas. In Q2 and Q3 only 32% and 33% of expenses were spent respectively.

The Profit & Loss of District is healthy, due to underspend. An overview is presented in the table below:

YTD Mar	Revenue	Expenses
Budget	£56,814	£53,495
Actuals	£54,940	£19,887
Variance	\$1,874	£33,607

Incentives

For incentives now closed only 54% of clubs have claimed incentives won v. 30% at this time last year. This shows an improvement on incentives claimed but still a low claim rate.

There are four more open incentives; two until end of April, and two until end of May. There are still 28% (£2,625) of clubs available to claim.

Q: AD K12 Gina Rocque-Drayton asked for a list of clubs that had not yet claimed their incentives.

A: Eddy informed everyone to check the incentives dashboard to view whether clubs had claimed or not.

Concur

250 claims approved this year to date - 67% were submitted correct first time. Eddy reminded everyone to read the Finance Guide when submitting claims to ensure they are right the first time, and to encourage the Club Treasurers to follow this.

Closing Comments

- Surplus fund available to invest into the District for next year.
- The District Reserve has grown, as outlined in Protocol 8.4 Section 3, up to 50% will be returned to TI and re-allocated for use in the organisation.

10:26

District Alignment

Club Growth Director, Diane Richardson presented the report on behalf of the District Alignment Chair Janet Alkema. CGD Diane explained the purpose and guidance of the Alignment Committee, and stated that this was not the final alignment.

At this current time, it is expected to end the year on 170 clubs. Diane presented an overview of the report by each Division and reiterated that this can change before the end of the year.

Division A

- One new Area in Division A (A17)
- Now 5 areas allows room for growth and the Committee recommends splitting large geographical area A62.

Division B

- Pre-Charter FTI Consulting to go to B9
- Pre-Charter London South Bank University to go to B52
- Society Speakers move from L45 to B9

Division C

- ACCAMembers Club to move from L45 to C5

Division D

- Berkshire NHS move from D21 to D29
- D53 now on seven clubs so Epsom and St Helier to move out to H15.

Division H

H15 currently on 4 clubs and can accommodate new club

Division J

Stable and no realignment necessary

Division K

- Area K59 is disbanded and merged with K13
- Aim to strengthen K13 with new clubs from K59

Division L

- Area L45 to be disbanded
- Kings Cross to move to L47 and others to Division B & C as above.

10:44

Progress reports 2021/22 so far

The District Leadership Team provided one minute updates.

All Division and Area Directors present delivered a one minute update on their areas.

Control of the meeting was relinquished to Programme Quality Director, Rupa Datta so DD Helena could provide her one minute update.

<p>11:23</p>	<p>District Conference Update</p> <p>Conference Director, Debbie Williams provided an update of the May Conference</p> <ul style="list-style-type: none"> • 275 attendees on Whova Conference platform. • The three day programme has been finalised • Final gavel race still to be filmed and shared at the opening ceremony <p>CD Debbie urged everyone to tell their clubs about the conference to sell more tickets.</p> <p>Debbie also reminded everyone of the evening event happening in London on the Saturday night.</p>
<p>11:26</p>	<p>District Leadership Committee</p> <p>Immediate Past District Director, Arnaud Sartre DTM presented an updated of the District Leadership Committee (DLC) report.</p> <p>IPDD Arnaud announced that the DLC report was incomplete with no nomination for Division D. and that it was open to floor candidates.</p> <p>Arnaud reminded the DEC of the Candidates Showcase and the District Council Meeting on 7th May.</p>
<p>11:32</p>	<p>District Council Review (Including any Advanced Motions)</p> <p>AM Emily announced that motions received were not due to be discussed at the Council Meeting, and currently being discussed with Toastmasters International.</p>
<p>11:34</p>	<p>Any other Business for the District Executive Committee</p> <p>DD Helena introduced some incoming Area Directors that were invited to the meeting.</p>
<p>11:37</p>	<p>Meeting Adjourned</p> <p>DD Helena announced this is the final DEC meeting, and we meet again for the District Council on 7th May.</p> <p>Meeting adjourned at 11:37am.</p>