



District 91 District Executive Committee
Minutes of District Executive Committee Meeting
29th November 2023 at 7pm

	Item
2	<p>Introduction</p> <p>District Director (DD) Diane Richardson welcomed the District Executive Committee (DEC) to the second DEC meeting of the year and introduced the District Leadership Team (DLT).</p> <p>Introduction</p> <ul style="list-style-type: none">• Administration Manager (AM) DTM Janet Alkema• Finance Manager (FM) Valerija Slavina• Club Growth Director (CGD) Mo Dawodu• Program Quality Director (PQD) DTM Steve Vear• PR Manager (PRM) DTM Nikita Parks• Immediate Past District Director (IPDD) Rupa Datta <p>DD Diane also welcomed Yoko Owatari, the Credentials Chair for District 109, as an Observer to the meeting. District 109 covers an area encompassing 12 countries around the Eastern Mediterranean.</p> <p>DD Diane explained the purpose of the DEC which is to ensure that the District leaders, work together to achieve the District mission. In addition, the DEC:</p> <ul style="list-style-type: none">• reviews and approves the District Success Plan.• approves the budget and oversees the financial operation of the District.• recommends the alignment of clubs to areas and divisions.• reviews recommendations and reports of district committees, including those of the audit committee.• performs any duties assigned to it by the District Council. <p>DD Diane declared the meeting open and explained the protocol for addressing the DEC and voting: that only members of the District Executive Committee are entitled to speak and vote. Members of this committee are the District Leadership Team, Division Directors and Area Directors.</p> <p>DD Diane was glad to see some Assistant Area and Division Directors in attendance as it is a good opportunity to witness how District business is conducted. Diane confirmed that the Zoom Masters for the meeting were Gillian Prior and Amy Jones DTM and advised that by entering and participating in the meeting, consent had been given to the meeting being recorded. The recording would only be used by AM Janet to take accurate minutes and that it would not be shared or published on social media.</p> <p>DD Diane advised that if anyone wished to speak they were to raise their hand virtually (or by chat) to be recognized, but not while someone else is speaking. Once recognised, delegates were to clearly state their full name and role so that our AM Janet could record accurate minutes. DD Diane further requested that, as</p>

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	<p>the meeting has limited time interventions are short and as concise as possible. There would be opportunities for questions after each item of business had been presented. It was vital that any discussion should be germane to the question under consideration, and relevant to the members of this committee. The meeting was to be run under Parliamentary Procedure and Robert's Rules of Order, supported by our District Parliamentarian DTM Rose Nakibirango. If a vote was required, DD Diane might request a vote by Unanimous Consent, whereby she would ask if there were any objections to adopting the motion or proposal. If none the motion or proposal would be deemed as adopted.</p> <p>Should even one member object, then there would be a debate the explanation of which would be explained at such time. If a delegate wished to raise a motion in excess of twelve words, they were to write it out and send a private chat message to AM Janet.</p>
3	<p>District Mission</p> <p>DD Diane called upon Area H32 Director, Rachel Norris, to read out the District Mission.</p> <p style="text-align: center;">“We build new clubs and support all clubs in achieving excellence.”</p>
4	<p>Roll Call & Quorum</p> <p>Credentials Chair, Emily McQuillen, confirmed the meeting was quorate.</p> <ul style="list-style-type: none"> ● DEC currently has 47 members ● Quorum required 24 registered members ● Registered members: 34 ● 32 members in attendance at the start of the meeting at 7pm <p>AM Janet reported on apologies received:</p> <ul style="list-style-type: none"> ● Division J Director: Andy Hessey ● Area D14 Director: Patrick Thomas ● Area C34 Director: Ranjit Shergill
5a	<p>Adoption of Agenda & Minutes -</p> <p>DD Diane stated that the agenda for this meeting had been provided in advance and called for any objections to its adoption. There were none and the Agenda was adopted.</p> <p>DD Diane said the draft minutes of the previous DEC meeting on 2nd September this year had been circulated on Wednesday 22nd November and asked if there were any corrections.</p> <p>IPDD Rupa requested the following amendments:</p> <ul style="list-style-type: none"> ● Amendment 1: page 6 in budget, should be three and not four DLT members travelling to the Convention last year ● Amendment 2: under Review of motions for the Council meeting: <ul style="list-style-type: none"> ○ To confirm whether they were advance motions rather than motions for the Council meeting

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	<ul style="list-style-type: none"> o To minute the actual statement of Luca Graziano's motion, and the action to be amended to read '... for the rest of the programme year' not 'for the next programme year' o The second motion by PRM DTM Nikita was ruled not germane to the meeting by DD Diane and should be removed. <ul style="list-style-type: none"> • Amendment 3: under the Disciplinary session minutes to add the line that the District Disciplinary Committee chair provided a verbal report to the DEC before proposing three actions. <p>DD Diane responded saying the wording for the Disciplinary Committee meeting was from Toastmasters HQ and she will seek further advice before making the amendment.</p> <p>PQD Steve offered clarification on the issue by stating that the verbal report had to be delivered because the DEC hadn't received the written report. Had they done so, the wording from HQ would have been correct.</p> <p>DD Diane then agreed and called for the acceptance of the minutes with the implementation of the 3 amendments stated by IPDD Rupa. There were no objections and the amended minutes were approved.</p>
5b	<p>Confirmation of District Officer Appointments</p> <p>DD Diane explained that the Area Directors are elected at Area Council Meetings, and Division Directors are elected at the Annual District Council meeting. However, a vacancy in any elective office shall be filled by the District Executive Committee based upon the recommendation of the District Director.</p> <p>Since the last District Executive Committee meeting on 2nd September, the following appointments had been made subsequent to the resignation of Tom Bailey, Division D Director, and Aayushi Jain, Administration Manager.</p> <ul style="list-style-type: none"> • Division D Director: Russell Searle • Administration Manager: DTM Janet Alkema <p>DD Diane proposed that the DEC recommends these appointments to the District Council for approval and called for any objections to their acceptance.</p> <p>Hearing none, DD Diane declared these officers to be agreed by Unanimous Consent. These appointments will be presented to the District Council in May 2024 for final approval on the recommendation of the DEC.</p> <p>DD Diane thanked Russell and Janet for stepping forward and welcomed them to the team. DD Diane also advised that there were four area director vacancies: D29, D53, H55, and L47 and asked if any member of the DEC was aware of anyone interested in taking on an Area Director role to please let her know.</p>
6	<p>Finance & Expenses Update</p> <p>DD Diane called upon FM Val to provide a review of the District finances to the end of Q1, September 2023.</p> <p>FM Val reminded members of the DEC of the help and support given to them in terms of understanding the finances and budgets, and where to find additional resources. FM Val delivered a webinar on Concur on 17th October, the recording of which was shared. FM Val reported that:</p>

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	<ul style="list-style-type: none"> ● Pathways and fees are still exempt from VAT ● Q1 Revenue: 31,193 ● Q1 Expenses: 17,578 ● Income is steady and budget looking healthy ● Require all DEC members to be careful with money spent ● Campaigns for new member growth are planned ● All DEC members to check the D91 website for details of the Incentives and to promote these within their Clubs
6	<p>Progress Reports for the year to date</p> <p>Each Area and Division Director gave a 1-minute update on the success and challenges of their Areas and Divisions.</p> <ul style="list-style-type: none"> ● Pathways enrolment is improving but still areas of concern which is being addressed by increased training in clubs ● Membership retention a challenge for some clubs following the increase in fees ● COT involvement generally good in community clubs – a challenge to get commitment from corporates ● All Divisions held hybrid contests, but physical attendance patchy <p>The DLT gave their 3-minute reports:</p> <ul style="list-style-type: none"> ● Need to be aware of distinction between educational awards and DCP goals ● Revisit Success Plans and measure clubs progress in light of those goals ● Improved IT for website and Find a Club to be more effective ● Thanks Toastmaster campaign well received and generating new enquiries ● Call for more success stories from members, especially videos, for newsletters ● Now recognizing members' milestone anniversaries through more targeted email management system and fewer unsubscribes. ● 4,455 payments to date, 47% required to achieve Distinguished District. Aim is 10,000 payments y end of year. ● 55 out of 159 paid clubs with 30+ members. Target is 178 clubs by end June 2024 ● 21 clubs eligible for club coaches – volunteers needed please ● Currently have 5 prospective clubs and 17 open new club leads ● First COT achieved 92% clubs officers trained. ● Will focus on training to improve quality of contests ● Importance of retaining expertise within clubs
8	<p>Conference Update</p> <p>Conference Director, DTM Amy Jones provided update</p>

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	<ul style="list-style-type: none"> Proposed venue is the Engineer's House in Clifton, Bristol, 3rd – 5th May 2024. It will be hybrid All members to promote value of attending in person Proposed ticket prices: early bird £155, dinner £70, combination £220, online £40 Gathering team but calling for extra volunteers please
9	<p>District Alignment</p> <p>District Alignment Committee Chair, DTM Barbara Saph presented her report</p> <ul style="list-style-type: none"> Purpose of committee is to comply with Toastmasters International Protocol 7 for maintaining required distribution of clubs in areas and areas in divisions Committee comprises Club Growth Director and all Division Directors, or their representatives Timeline: draft report to be submitted to 18th February DEC meeting followed by further consultation with all affected clubs. Final submission to the April DEC meeting prior to approval by the District Council in May. Changes will be implemented on 1st July and appear on Dashboard by 15th July All clubs to ensure their venue details are up-to-date as that informs the location of clubs on the map and is key consideration in considering alignment options.
10	<p>District Council Meeting</p> <p>DD Diane reported on the District Council meeting which is main event of the May Conference</p> <p>All voting members, i.e. DLT, DEC plus club presidents and VPEs of clubs in good standing, are required to attend. Proxies are not permitted.</p> <p>District Council voted to hold contests in hybrid format. DD Diane proposed holding District Council meeting in hybrid format. Seconded by PQD Steve, no objections. Proposal approved.</p>
11	<p>District Leadership Committee</p> <p>IPDD Rupa Datta appointed by DD Diane to be Chair of the District Leadership Committee. Rupa gave her report:</p> <ul style="list-style-type: none"> The purpose of the District Leadership Committee (DLC) is governed by the District Administrative Bylaws Article XI: Committees Section b and Protocol 9.0 District Trio i.e. the District Director, Program Quality Director, Club Growth Director, and all eight Division Directors are elected at our annual business meeting. The formal process for the 2024-25 program year officially starts today and nominations and applications for the aforementioned roles are now open. By 1st December members of the committee appointed, one representative from each Division. There is dedicated space on the D91 website for application forms. 23rd March 2024 - DLC report submitted to the District Director 6th April 2024 - DLC report submitted to the District Council 4th May 2024 - District Council Meeting and Elections

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	<ul style="list-style-type: none"> ● NB This is not for Area Directors – they are elected at Area Council meetings ● Formal notice of the Area council meeting at which such an election is held requires 4 weeks written notice. ● An Area Director election minute template is available and will be shared with this committee. ● Area Directors will be required to email confirmation of the elected Area Director and minutes of said meeting to Diane, as District Director as soon as possible after the election has been held. ● Proposal: “I propose that Area Director elections be held by Area Councils no later than 11.59pm, London time, on Friday 19th April 2024”. Seconded by CGD Mo, no objections and agreed.
12	<p>Advanced Motions</p> <p>No Advance Motions had been submitted by the deadline of Monday 20th November.</p>
13	<p>Any Other Business for the District Executive Committee</p> <p>PQD Steve reported on previous action point to meet with Division Directors regarding COT and TLI training. Agreed that instead of four TLIs, only two will be held, one London-based and one outside London. Dates to be confirmed, and request for presenters to support.</p> <p>There was no further business to be discussed.</p>
14	<p>Meeting adjourned at 21:15.</p> <p>The next meeting will be online on Sunday 18th February at 10am.</p>