



# Minutes of District Executive Committee Meeting

18<sup>th</sup> February 2024 at 9:30am

Hybrid at the University of Law, Moorgate, EC1Y 8HQ

	Item
2	<p data-bbox="277 443 423 468"><b>Introduction</b></p> <p data-bbox="277 499 1463 569">District Director (DD) Diane Richardson welcomed the District Executive Committee (DEC) to the third DEC meeting of the year and introduced the District Leadership Team (DLT).</p> <p data-bbox="277 600 407 625">Introduction</p> <ul data-bbox="326 657 935 898" style="list-style-type: none"><li>● Administration Manager (AM) DTM Janet Alkema</li><li>● Finance Manager (FM) Valerija Slavina</li><li>● Club Growth Director (CGD) Mo Dawodu</li><li>● Program Quality Director (PQD) DTM Steve Vear</li><li>● PR Manager (PRM) DTM Nikita Parks</li><li>● Immediate Past District Director (IPDD) Rupa Datta</li></ul> <p data-bbox="277 930 1317 955">DD Diane also welcomed Piotr Chimko, the Region 10 Advisor, as an Observer to the meeting.</p> <p data-bbox="277 987 1422 1056">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 data-bbox="370 1087 1390 1329" style="list-style-type: none"><li>● reviews and approves the District Success Plan.</li><li>● approves the budget and oversees the financial operation of the District.</li><li>● recommends the alignment of clubs to areas and divisions.</li><li>● reviews recommendations and reports of district committees, including those of the Audit Committee.</li><li>● performs any duties assigned to it by the District Council.</li></ul> <p data-bbox="277 1360 1438 1514">DD Diane declared the meeting open and explained the protocol for addressing the DEC and voting: that only members of the DEC are entitled to speak and only those who registered before 6:00 pm on Wednesday 14<sup>th</sup> February are allowed to vote. Members of this committee are the DLT, Division Directors and Area Directors.</p> <p data-bbox="277 1545 1455 1745">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. DD Diane confirmed that the Zoom Masters for the meeting were Patrick Thomas and Tracey Rogers 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 data-bbox="277 1776 1463 1885">DD Diane advised that if anyone wished to speak they were to raise their hand virtually (or by chat) online or raise their hand in the room to be recognised, but not while someone else is speaking. Once recognised, delegates were to clearly state their full name and role so that AM Janet could record accurate minutes. DD</p>

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	<p>Diane further requested that, as 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 online chat message, or hand-written note, to AM Janet.</p>
<b>3</b>	<p><b>District Mission</b></p> <p>DD Diane called upon PQD Steve Vear, 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>
<b>4</b>	<p><b>Roll Call &amp; Quorum</b></p> <p>Credentials Chair, Emily McQuillen, confirmed the meeting was quorate.</p> <ul style="list-style-type: none"> <li>● DEC currently has 48 members</li> <li>● Quorum required 24 registered members</li> <li>● Registered members: 36</li> <li>● 38 members in attendance at the start of the meeting at 9.30am</li> </ul> <p>AM Janet reported on apologies received:</p> <ul style="list-style-type: none"> <li>● Division J Director: Andy Hessey</li> <li>● Division C Director: Erika Oteri</li> <li>● Area B6 Director: Christopher Jolly</li> <li>● Area L16 Director: Ranjit Shergill</li> <li>● Area A62 Director: Veronika Frydrychova</li> <li>● Area B8 Director: Audrey Graham</li> </ul>
<b>5a</b>	<p><b>Adoption of Agenda &amp; Minutes -</b></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 29<sup>th</sup> November 2023 had been circulated on 3<sup>rd</sup> February 2024 and asked if there were any corrections. There were none and the minutes were adopted.</p>
<b>5b</b>	<p><b>Confirmation of District Officer Appointments</b></p>

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	<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 DEC based upon the recommendation of the District Director.</p> <p>Since the last DEC meeting on 29<sup>th</sup> November 2023, the following appointment had been made:</p> <ul style="list-style-type: none"> <li>● Area D53 Director: Jeevan George John</li> </ul> <p>DD Diane proposed that the DEC recommends this appointment to the District Council for approval and called for any objections to their acceptance.</p> <p>Hearing none, DD Diane declared the appointment agreed by Unanimous Consent. This will be presented to the District Council in May 2024 for final approval on the recommendation of the DEC.</p> <p>DD Diane thanked Jeevan for stepping forward and welcomed them to the team. DD Diane also advised that there were three area director vacancies: D29, 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. DD Diane thanked the Division Directors and other club members who were supporting these areas to cover the vacancies.</p>
<p><b>6a</b></p>	<p><b>Audit Report</b></p> <p>DD Diane called upon DTM Mike Burrows to present the Audit Report on behalf of Heidi Pocock, Chair of the District 91 Audit Committee, for the first six months of the Toastmasters year, 2023-24.</p> <p>The Audit Committee comprises Heidi Pocock, Chair, Mike Burrows and Sarah Brisley. DTM Mike reported that:</p> <ul style="list-style-type: none"> <li>● All transactions from July to December, and all Concur claims had been reviewed.</li> <li>● Points to note: generally claims in good order, some travel claims not for full amount, delays between transactions and there had been delays in final submissions as well as in claiming TM awards.</li> <li>● Recommendations: <ol style="list-style-type: none"> <li>1. training needed on submitting claims,</li> <li>2. claims to be reviewed after submission to check correct, and</li> <li>3. submit claims, and respond to queries, in timely manner.</li> </ol> </li> </ul> <p>DD Diane thanked DTM Mike for his report</p>
<p><b>6b</b></p>	<p><b>Finance Report</b></p> <p>DD Diane called upon FM Val to provide an update and review of the District finances for the first six months of the Toastmasters' year, to 31<sup>st</sup> December 2023.</p> <p>FM Val reminded members that training on Concur had been given in a webinar on 17<sup>th</sup> October, the recording of which is on the District 91 website.</p> <p>FM Val reported that:</p>

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	<ul style="list-style-type: none"> <li>● Pathways and fees are exempt from VAT</li> <li>● H1 Revenue: 44,961</li> <li>● H1 Expenses: 27,741</li> <li>● Healthy membership revenue</li> <li>● No overspend recorded in any category</li> <li>● Reminder for all DEC members to be careful in spending money</li> </ul>
6	<p><b>Progress Reports for the year to date</b></p> <p>Each Area and Division Director gave a 1-minute update on the success and challenges for their Areas and Divisions. Generally:</p> <ul style="list-style-type: none"> <li>● Club Officer Training has been generally good for community clubs – but difficult to get corporate clubs involved.</li> <li>● Good progress on club visits</li> <li>● Low member clubs are being offered coaches</li> <li>● Membership retention a challenge for some clubs following the increase in fees</li> <li>● Contests planned for most clubs, areas and divisions, some clubs struggling to get engagement from members and, again, some corporates do not see the value in contests.</li> <li>● Many clubs working on succession planning</li> </ul> <p>Members of the DLT gave their reports:</p> <p>DPR DTM Nikita Parks on deliverability, engagement and campaigns</p> <ul style="list-style-type: none"> <li>● Update on email compliance work to avoid spam issues</li> <li>● 1500 members engaged, but 1000 not, 250 are officers. Request for Area Directors to remind club officers to ask them to.</li> <li>● Focusing on video content for the newsletters to improve engagement.</li> <li>● Introduced anniversary emails and will be celebrating education awards and new members</li> <li>● Running weekly PR drops-ins to support awareness of campaigns, currently Talk up Toastmasters.</li> </ul> <p>CGD Mo Dawodu on membership payments and club numbers</p> <ul style="list-style-type: none"> <li>● Currently 5204 member payments, 55% of number required for Smedley Distinguished.</li> <li>● 31 clubs with 30+ members</li> <li>● 21 clubs eligible for club coaches, have appointed 6</li> <li>● 7 clubs won Smedley Award for August and September 2023</li> <li>● Club base number is 169 with 164 paid. 3 ineligible and 4 &lt; 8 members renewed</li> <li>● Already charted 3 clubs, 7 prospectives and 17 open club leads.</li> <li>● Encouraged holding Open House meetings and boxes available.</li> </ul> <p>PQD DTM Steve Vear</p>

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	<ul style="list-style-type: none"> <li>● Re club officer training: 437 trained out of 1,083. Reminded ADs of the importance of having this training for their club officers.</li> <li>● Congratulations to the 63 clubs already eligible for Distinguished status.</li> <li>● Encouraged all district officers to get familiar with the dashboard to work on goals</li> <li>● Re contests reminded all to ensure speakers and functionaries qualify to participate and DLT looking forward to attending Division contests.</li> <li>● Reminder that Club visit reports need to be completed end May – and thank you for the 11 reports already submitted.</li> <li>● Congratulations for the 851 educational awards submitted and approx. 50 triple crowns achieved.</li> </ul> <p>DD Diane yielded control of meeting to PQD DTM Steve to deliver her report</p> <p>DD Diane</p> <ul style="list-style-type: none"> <li>● Notified audience of new Pathways programme, but no date set for implementation. Emphasised importance for all members to ensure Pathways account and Base Camp match up on awards achieved.</li> <li>● Encouraged all to fully engage in Pathway. Anniversary emails instituted to help member retention</li> <li>● Congratulated J7 on successful Club Crawl where members visited all clubs in area</li> <li>● Appreciation to Piotr Chimko, our Regional Adviser, who is on the call, for his support.</li> </ul> <p>PQD Steve yielded control of meeting back to DD Diane.</p>
8	<p><b>Conference Update</b></p> <p>DD Diane called upon Conference Director, DTM Amy Jones, for a conference update</p> <ul style="list-style-type: none"> <li>● 74 days until the conference</li> <li>● All conference chairs are first timers – so great opportunity for each one.</li> <li>● Main stage speakers will be signed off in the coming weeks.</li> <li>● Special offer for conference tickets to those at the meeting: £220 for combo ticket if bought in the next 48 hours.</li> <li>● Currently on £7000 sales with 33 in person.</li> <li>● Other options for tickets coming up, such as bulk-buy, online and weekend only tickets. Also special offers for contestants.</li> <li>● Marketing team of Rachel Morris and Ranjitha Justin sending out conference marketing – please share and encourage members to register.</li> </ul>
9	<p><b>District Alignment</b></p> <p>DD Diane called on the District Alignment Committee Chair, DTM Barbara Saph presented the District Alignment Proposal which was circulated to members prior to the meeting.</p> <ul style="list-style-type: none"> <li>● Purpose of committee is to comply with Toastmasters International Protocol 7 for maintaining required distribution of clubs in areas and areas in divisions</li> </ul>

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	<ul style="list-style-type: none"> <li>● Committee comprises Club Growth Director and all Division Directors, or their representatives</li> <li>● After this meeting, DTM Barbara will consult with the affected club members and present the final Proposal at the DEC meeting on 13<sup>th</sup> April for submission to the District Council on 4th May.</li> </ul>
<b>10</b>	<p><b>District Council Meeting</b></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. Please ensure they are aware as proxies are not permitted as the meeting will be hybrid.</p>
<b>11</b>	<p><b>District Leadership Committee</b></p> <p>DD Diane called upon IPDD Rupa Datta, Chair of the District Leadership Committee (DLC), to give her report:</p> <ul style="list-style-type: none"> <li>● The purpose of the DLC is governed by the District Administrative Bylaws Article XI: Committees Section b and Protocol 9.0</li> <li>● 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.</li> <li>● Encouraged all to at least look at the nomination documents and apply before the deadline of 5pm on 19<sup>th</sup> February.</li> <li>● 23rd March 2024 - DLC report submitted to the District Director</li> <li>● 6th April 2024 - DLC report submitted to the District Council</li> <li>● 4th May 2024 - District Council Meeting and Elections</li> <li>● NB This is not the process for electing Area Directors – they are elected at Area Council meetings.</li> </ul>
<b>12</b>	<p><b>Advanced Motions</b></p> <p>No Advance Motions had been submitted by the deadline of Friday 9<sup>th</sup> February.</p>
<b>13</b>	<p><b>Any Other Business for the District Executive Committee</b></p> <p>DD Diane read out the WhatsApp statement, previously circulated to members confirming that the DLT for the current programme year have created only four WhatsApp groups. There are many others, but they are not the responsibility of the DLT. DD Diane reminded all members to communicate respectfully within these groups.</p> <p>DD Diane told the meeting of a member doing her Masters about predicting the dropout rate in Toastmasters and called upon any member who would like to be involved and have a 30 minute conversation about their experiences, particularly those who have recently left Toastmasters.</p> <p>PQD Steve announced to the meeting the decision of the Board of Directors that all contests in the next programme year will be in person.</p> <p>There was no further business to be discussed.</p>

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14	<p><b>Meeting adjourned</b> at 11:50.</p> <p>The next meeting will be hybrid in Brighton on Saturday 13<sup>th</sup> April from 10 – 4pm</p>