



District Council Meeting Minutes

Sunday 19th September 10am Online

Time	Item																																																																																				
10:00	<p>Introduction</p> <p>District Director Helena Boden-Brewer, DTM opened the meeting and reminded the Council of:</p> <p>The Toastmasters International Mission: “We empower individuals to become more effective communicators and leaders.”</p> <p>The District Mission: “We build new clubs and support all clubs in achieving excellence.”</p> <p>DD Helena introduced the District Leadership Team and Parliamentarian:</p> <p>Immediate Past District Director: DTM Arnaud Sartre District Finance Manager: Eddy Quah District Administration Manager: Emily McQuillen District Public Relations Manager: Olga Galaiko Club Growth Director: Diane Richardson Program Quality Director: Rupa Datta Parliamentarian: Christoph Wanzke</p> <p>AM Emily shared the apologies received for the meeting:</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Position</th> <th>Club</th> </tr> </thead> <tbody> <tr><td>Andrew</td><td>Potter</td><td>Club VP Education</td><td>Abingdon Speakers Club</td></tr> <tr><td>Johnathan</td><td>Kaye</td><td>Club President</td><td>Arun Speakers</td></tr> <tr><td>Phoebe</td><td>Weston</td><td>Club VP Education</td><td>Arun Speakers</td></tr> <tr><td>Alistair</td><td>Barton</td><td>Club President</td><td>Aylesbury Speakers</td></tr> <tr><td>Arhant</td><td>Mathur</td><td>Club President</td><td>BlackRock Speaks</td></tr> <tr><td>John</td><td>Vickers</td><td>Club President</td><td>Bromley Speakers</td></tr> <tr><td>Stephy</td><td>Fang</td><td>Club VP Education</td><td>Canary Wharf Communicators Club</td></tr> <tr><td>Elizabeth</td><td>Jenkins</td><td>Club President</td><td>Canterbury Communicators Club</td></tr> <tr><td>Vesselina</td><td>Koleva</td><td>Club VP Education</td><td>Central London Toastmasters</td></tr> <tr><td>Jasmijn</td><td>Mueller</td><td>Club President</td><td>Centurion Toastmasters</td></tr> <tr><td>Eleanor</td><td>Harman</td><td>Club President</td><td>County Communicators</td></tr> <tr><td>Vajira</td><td>Ginneliya</td><td>Club VP Education</td><td>Deutsche Bank Toastmasters London</td></tr> <tr><td>David</td><td>Goodman</td><td>Club VP Education</td><td>Epsom Speakers Club</td></tr> <tr><td>Clare</td><td>Obeng</td><td>Club President</td><td>FM Global Communicators</td></tr> <tr><td>John</td><td>Christie</td><td>Club President</td><td>Gloucester Speakers</td></tr> <tr><td>Christopher</td><td>Jolly</td><td>Club VP Education</td><td>Surbiton Speakers & West London Speakers Club</td></tr> <tr><td>Eranga</td><td>Gunawardena</td><td>Club VP Education</td><td>Harroviaan Speakers Toastmasters</td></tr> <tr><td>James</td><td>Crilly</td><td>Club VP Education</td><td>Holborn Speakers</td></tr> <tr><td>Barry</td><td>Corber</td><td>Club President</td><td>Infineum Milton Hill Speakers</td></tr> <tr><td>Michelle</td><td>Tabor</td><td>Club VP Education</td><td>Infineum Milton Hill Speakers</td></tr> </tbody> </table>	First Name	Last Name	Position	Club	Andrew	Potter	Club VP Education	Abingdon Speakers Club	Johnathan	Kaye	Club President	Arun Speakers	Phoebe	Weston	Club VP Education	Arun Speakers	Alistair	Barton	Club President	Aylesbury Speakers	Arhant	Mathur	Club President	BlackRock Speaks	John	Vickers	Club President	Bromley Speakers	Stephy	Fang	Club VP Education	Canary Wharf Communicators Club	Elizabeth	Jenkins	Club President	Canterbury Communicators Club	Vesselina	Koleva	Club VP Education	Central London Toastmasters	Jasmijn	Mueller	Club President	Centurion Toastmasters	Eleanor	Harman	Club President	County Communicators	Vajira	Ginneliya	Club VP Education	Deutsche Bank Toastmasters London	David	Goodman	Club VP Education	Epsom Speakers Club	Clare	Obeng	Club President	FM Global Communicators	John	Christie	Club President	Gloucester Speakers	Christopher	Jolly	Club VP Education	Surbiton Speakers & West London Speakers Club	Eranga	Gunawardena	Club VP Education	Harroviaan Speakers Toastmasters	James	Crilly	Club VP Education	Holborn Speakers	Barry	Corber	Club President	Infineum Milton Hill Speakers	Michelle	Tabor	Club VP Education	Infineum Milton Hill Speakers
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Serena	Gilbert	Club President	Kent Speakers Club
Pearl	Cadogan	Club President	Liberty Speakers Club
Wendy	Moule	Club President	Lockton Toastmasters
Richard	Logan	Club President	London Business School Public Speaking Club
Vasso	Papaioannou	Club VP Education	London Cardinals Club
Joseph	Frigolette	Club President	London Communicators Club
Mimi	Kyprianou	Club President	London Olympians Speakers Toastmasters Club
Cate	Wakefield	Club President	London Toastmasters
Jackie	Baker	Club President	Malvern Speakers
Jon	Collin	Club President	Master Speakers
Mel	Ubhi	Club VP Education	Master Speakers
Rory	Hughes	Club President	Meraki Toastmasters UK
Elizabeth	Addison	Club President	Microsoft Speakers Club
Ana	Rosales Damil	Club VP Education	Microsoft Speakers Club
Marie	Mulet	Club President	Milton Park Toastmasters
Camille	Britton-Rivet	Club VP Education	Milton Park Toastmasters
Rob	Hoblin	Club President	Newbury Speakers Club
Gemma	Nevers	Club President	Northavon Speakers Toastmasters Club
Frank	Bradley	Club President	Oracle Toastmasters
Shaquilla	Johnson	Club President	Paddington Toastmasters
Janet	Milnes	Club VP Education	Paddington Toastmasters
Jenny	Rae	Club President	Reading Speakers Club
Emma	Loveridge	Club President	Reading Verizon Toastmasters
Dean	Wolfers	Club VP Education	Romford Speakers
Carol	Bausor	Club President	Shilling Speakers
Vidhi	Modi	Club VP Education	Speakers Corner
Alex	Marshall	Club VP Education	Spirited Speakers
Mohammed	Ali	Club President	Sutton Speakeasy
Alison	Millin	Club President	Thamesdown Speakers Club
Sue	Roper	Club President	The Reigate Rhetoric
Doris	Sew Hoy	Club VP Education	The Reigate Rhetoric
Isabelle	Ogden	Club President	TJXpressions
Anna	Osei-Kofi	Club President	Tottenham Speakers Club
Santiago	Figuroa Diaz	Club VP Education	Tunbridge Wells Speakers Club
Rishi	Gautam	Club President	Winchmore Hill Speakers
Mary	Robson	Club President	Witney Speakers
Swarna	Khare	Club President	Woking Speakers Toastmasters Club
Vinod	Pillai	Club VP Education	Woking Speakers Toastmasters Club
David	Howarth	Club President	Woodford Green Speakers
Stephen	Dance	Club VP Education	Wye Knot Speakers
Viral	Haria	Club President & Club VP Education	Watford Speakers
Luca	Graziani	C58 Area Director	
Colin	Simmons	H32 Area Director	
Jackie	Graybill	J11 Area Director	
Mathew	Rizzo	J22 Area Director	

	<p><u>Moment of Reflection</u></p> <p>DD Helena then stated that it is a sad but unavoidable part of life that we must say goodbye to friends, so we take a moment to remember our Toastmaster friends who have passed away since our last Council meeting.</p> <p>A moment of silence was observed for the Toastmasters that have passed away:</p> <p>David Austin, Incoming President of Gatwick Communicators Pierre M, VP Education of Google</p>
10:10	<p>Review of the Meeting Agenda</p> <p>The meeting agenda was adopted by unanimous consent</p>
10:12	<p>Credentials Committee Report</p> <p>DD Helena explained that the Credentials Validation and Voting meeting was held on Saturday 18th September 10am BST chaired by Credentials Chair, Andy Newman, with:</p> <p>Helena– District Director Emily – Administration Manager Christoph – District 91 Parliamentarian John Drinkwater – Zoom Master</p> <p>And - attended by observers:- Larry Lyons – District 71 Parliamentarian Hilary Briggs – past District 91 Governor and serving Grosvenor Square President Debbie Williams – Division H Director Jeanette Davis – Area C5 Director Olga Galaiko – District PR Manager</p> <p>CC Andy Newman sent his apologies for the meeting. AM Emily read the credentials report on his behalf:</p> <p>One third (1/3) of all Club Presidents & Vice-Presidents Education in the District shall constitute a quorum.</p> <p>177 Clubs (1 vote per President and 1 vote per VP Education) Minimum required to meet Quorum is 118 Maximum 354 votes</p> <p>51 District Executive Committee members (1 vote each)</p> <p>131 registered Presidents and VPs Education The meeting was quorate.</p> <p>39 registered DEC members Maximum vote that can be cast: 170</p>
10:15	<p>Acceptance of Minutes of 1 May 2021 Council Meeting</p> <p>Minutes were accepted by unanimous consent.</p>

10:17 **Recommendations to fill District Officers vacancies**

DD Helena announced that the following vacancies had been filled since the May District Council meeting, and recommended by the District Executive Committee on Friday 16th July and Saturday 4th September 2021.

Subsequent to the DEC recommendation, a resignation has been received from C34 Area Director and this AD position is now vacant.

<u>Role</u>	<u>Appointed</u>
PR Manager	Olga Galaiko
Finance Manager	Eddy Quah
Administration Manager	Emily McQuillen

<u>Area Directors</u>		<u>Appointed</u>	
B	9	Washington	Gwenzi
B	18	Joy	Brollo
B	52	Eugene	Emmanuel
C	2	Ratan	Lele
C	5	Jeanette	Davis
D	14	Rembrandt	Kuipers
D	21	Amanda	Bouch
H	35	Adrian	Moore
H	55	Eugene	Brown
J	4	Mike	Weston
J	7	Enca	Martin-Rendon
J	10	Charlotte	Hitchings
J	11	Jackie	Graybill
K	13	Ram	Nutakki
L	45	Anoop	Ramanathan
L	47	Sarah	Andreas
L	56	Georgia	Mylona

10.20	<p>2020-21 Year-End Finance and Audit Report</p> <p>Past District Finance Manager, Brad Revell provided an update on the 2020/21 Year End Finance and Audit:</p> <ul style="list-style-type: none"> ● Membership payment reduction ● 27% decrease in Budget ● Revenue received from May Conference ● Less expenses on Travel and Lodging due to spending a year online. <p>Brad presented the Profit & Loss Statement for 2020/21.</p> <p>Audit Complete and returned to TI by 31st August. Brad thanked all the Audit Committee team.</p>
10:25	<p>Presentation of District Success Plan for the 2021/22 Toastmasters Program Year</p> <p>PQD Rupa outlines the importance of Club Success Plans this year in creating quality clubs and a quality District. The Distinguished Club goal will be met through three areas:</p> <ol style="list-style-type: none"> 1. Building on previous program year (2020/21) Continue to build teams and more Committees Continuation of Webinar Series and Corporate COT sprint Speaker to Trainer – aim to run six sessions 2. Education Programme Primary goal to achieve 100% Pathways enrolment Focus on Speechcraft, Youth Leadership and Mentorship Distinguished Toastmaster guidance 3. Quality Aim for Smedley Distinguished - challenge in clubs with lower members Club Officer Training – targeted for officer roles Club and Area Success Plans <p>CGD Diane sets out ambitious targets to “Build Back Stronger” and asks for everyone’s’ help in meeting the two Club Growth goals:</p> <p><u>Membership Growth</u> Diane reminded everyone of the the incentives on offer to help clubs grow their membership:</p> <ul style="list-style-type: none"> ● Early Bird Payment (will be run again in February 2022) ● 80/20 retention award ● Net 5 Growth award ● Net 10 Growth award ● Talk Up Toastmasters (February and March) ● Beat the Clock (May and June) <p><u>Club Growth</u> Identified several business sectors with opportunities for club growth:</p> <ul style="list-style-type: none"> ● Health Sector ● Professional Institutions ● Community Clubs in Outer London <p>AM Emily confirmed a response to an earlier question on the circulation of the District Success Plan. Emily confirmed that the Success Plan and District Budget Narrative was sent to all members on Sunday 5th September.</p>

10:36

Approval of District Budget for the 2021/22 Toastmasters Program Year

District Finance Manager Eddy Quah reminded the District Council of the District Mission and the Budget Factors:

- Foreign Exchange
- COVID-19 pandemic
- Declining Membership – revenue received 25% membership fees
- Policy and Protocols – Section 5, Protocol 8.4
- Online District Contests and Council meetings
- Division and Area Budgets
- Budget Category Allocations

FM Eddy explained that TMI recognised the slow membership growth, and had announced financial flexibility for the District to budget a financial loss of no more than 20% of budgeted revenue.

FM Eddy presented a summary of the District 91 Budget Proposal with a comparison of last year's budget and announced the headlines:

- The membership revenue is £67,041 which is 25.2% less than the previous year.
- All budget allocations fulfil TI parameters
- District has strong financial reserves to manage financial loss
- Total Revenue: £83,041, Total Expenses: £96,108

The following questions were raised on the District 91 Budget:

Emmanuel Karamangi, H15 Area Director:

Q: How much do we have in the reserves?

A: ~£59k left from previous year, as presented by Brad Revell in his report. This is the total amount in reserves.

Florian Bay, President London Victorians:

Q: Why are we budgeting so much on food & meals, especially given that it appears that District Officer Training will be online this year?

A: Meal subsistence is given for officers who undertake a full day online training. We have budgeted for an in-person District Officer training in January 2022, therefore we need to budget for the meal expenses even if the in -person training does not go ahead.

Martin Madden, President St Paul's Speakers:

Q: What's the rationale for the travel budget being only 7% less than previously? Are travel expenses expected to pick up that quickly?

A: TM World HQ has set the budget category % so we must make sure we remain within all the allocated categories. We have also taken into consideration the Division and Area travel, mostly to cover club visits.

Amar Visht, Division B Director and President London Athenians:

Asked to review the Budget and Expenses Slide again

Elaine Watt, President Worcester Speakers

Q: How can clubs support the deficit in funds?

A: The membership revenue is 25% of what is collected at the District Level, so what every club could do to help the District is to drive our membership growth and get as many members as possible to help the District as a whole from that angle.

Richard Honeyman, VP Education Lewes Speakers
Q: Are you happy with 25% less in budget? Is this proportionate worldwide or reflected in what D91 are actually doing or thinking of doing this year?
 A: Obviously it has made things very difficult this year making sure that all members are supported in achieving excellence. We have made sure the budget has already been run through the DEC and also passed to Toastmasters International to make sure we are within the parameters that we need to be fiscally responsible.

David Sutcliffe, President Brighton & Hove Speakers:
Q: Given the reduction in membership experienced worldwide, will the lower limit on club membership (of 8 members after renewals) be temporarily be lowered during recovery from the effects of COVID-19?
 A: No. This decision would be made at WHQ level and there has not been any announcements on this currently.

Florian Bay, President London Victorians:
Q: Were are the costs of demo boxes for Clubs open-houses and launch meeting budgeted for?
 A: Yes

Ramakrishna, President Sustainable Finance Toastmasters:
Q: What are the plans to increase the marketing budget especially as we have more online membership base?
 A: Marketing is one of the budget parameters and if needed we can request further funding for marketing from TI. We have currently maxed the marketing budget limitation.
 Advice to speak to Diane after the meeting on plans for the District.

DD Helena proposed the District Budget to be adopted by the District Council. After hearing no objections it was approved by unanimous consent.

10:58

District Leadership Team reports

All written reports from the District Leadership Team and Division Directors were provided in the Council Pack.

Three minute verbal reports were delivered by:

- IPDD Arnaud Sartre
- PRM Olga Galaiko
- CGD Diane Richardson
- PQD Rupa Datta
- DD Helena Boden-Brewer

Adrian Moore H35 Area Director
Q: Does the District mandate that club level contests will be online?
 A: No, all contests at Area onwards will be online. Clubs may choose to be online or not.

11:17	<p>Toastmasters International Update</p> <p>DD Helena shared some important announcements from Toastmasters International:</p> <ol style="list-style-type: none"> 1. Motion to be voted that the President and Treasurer can not be the same person 2. Motion for online proxies to be permitted <p>- Motions to be voted on at next Summer’s Convention – formally announced next year January 2022.</p> <ol style="list-style-type: none"> 3. Changes to Level 1 & Level 2 due to come in place towards the end of the year.
11:23	<p>District Leadership Committee</p> <p>IPDD Arnaud shared an update and timeline of activities of the District Leadership Committee:</p> <p>“The District Leadership Committee is charged with nominating candidates for District Office. The purpose of the Committee is to find the best qualified candidates possible to serve as District Leaders.”</p> <p>- Governed by District Administrative Bylaws Article XI: Committees, Section (b) District Leadership Committee</p> <p><u>Tentative Timetable</u></p> <ul style="list-style-type: none"> ● September – October: Build Team ● November: Recommend DLC members for DD approval ● December – January: Applications portal open ● January – March: Interviews ● 26th March 2022: DLC report submitted ● 7th May 2022: District Council Meeting & Elections
11:31	<p>District Conference Update</p> <p>PQD Rupa present an update on the District Conference</p> <ol style="list-style-type: none"> 1. Background <ul style="list-style-type: none"> ● Main event of the year ● Annual Business Meeting / District Council meeting held ● Opportunity for High Performance Leadership 2. Current State <ul style="list-style-type: none"> ● At this time no bids received. ● Conference will be 6th – 8th May 2022 – online ● Chair will be appointed by PQD on 1st October – deadline on Sunday 26th September. 3. Future Bids <p>Conference Bid Committee to be reviewed – new members wanted. Future Bids are now open Deadline for applications for 2023 by April 2022</p>

11:40	<p>District Education and Training Committee</p> <p>Past District Director, Distinguished Toastmaster Vanessa King reported on findings of the Committee in response to the motion from May 2021 'D91 Training Policy to be reviewed and updated'.</p> <p>Vanessa confirmed that Districts are unable to write their own policy. The Committee still took into account member considerations. The proposer raised two points; duration and scheduling.</p> <p><u>Duration</u></p> <p>Vanessa informed the Council that she had sought guidance from Toastmasters International on the 5 hour guidelines as set out by Toastmasters. The response received "a minimum of 5 hours is required to deliver the curriculum as outlined, and should not be interpreted as 5 hours being the minimum number of hours needed for an officer to be trained.</p> <p>Vanessa said that we can spend as much time as it takes to cover the curriculum; it is important that the training covers the curriculum.</p> <p><u>Scheduling</u></p> <p>1st June – 31st August 1st November – 28th February</p> <p>Vanessa pointed out that Districts cannot write policy but are permitted to create best practices.</p> <p>Three Recommendations:</p> <ol style="list-style-type: none"> 1. Districts can create requirements to achieve credit and best practices 2. Dates for training are posted as far in advance as possible but Club Officers must be proactive in finding dates. 3. Club (COT) or (TLI) must follow Toastmasters curriculum, but meet the needs of officers and time constraints of facilitators. <p>The full report will be provided to DEC members to review the recommendations. Vanessa confirmed that D91 has been among the top Districts in the world for Distinguished Club which must be recognised.</p>
11:46	<p>New Business – Motion</p> <p>No advanced motions were received by the deadline 1st September and no further motions were raised on the day.</p>
11:47	<p>Any Other Business for the District Council</p> <p>No other business was raised by members.</p> <p>DD Helena asked AM Emily to explain the process of voting. Emily explained the process of using the Zoom poll to vote:</p> <ol style="list-style-type: none"> 1. Eligible voters are matched against their Toastmasters membership number and their registered email address. 2. The results of the poll are downloaded and matched against the pre-prepared list of eligible voters. 3. Voters with multiple roles will have their vote counted multiple times.

	<p>Emily shared questions raised by the Credentials Committee on the voting system:</p> <p>Q1. What happens if someone uses neither their TM member ID and TMI registered email? A1. This system works on a two-factor verification, used to match the Council member – at least one must be used at registration of Toastmasters member ID and TM registered email address. For this vote if someone has used neither then their vote will not be counted.</p> <p>For the next meeting our plans are to create a validation at the point of registration that will not allow members to do this.</p> <p>Q2. What happens if you register twice or log in on multiple devices? A2. If any member registers twice or logs in on two devices only one vote will be valid – the system will accept only the first vote cast.</p> <p>Q3. What happens when someone without a vote uses the Zoom poll? A3. Zoom will allow anyone in this meeting to cast their vote on Zoom (if they are not the host/co-host), but their vote will not be accepted or included in the final results.</p> <p>For the May Council meeting, in line with previous years online meetings, the District Council voting members will be given one link, and all other members will join on a different link.</p> <p>Therefore, there will only be voting members in the room.</p>
11:57	Meeting Adjourned