



# District 72 Executive Meeting Minutes

21<sup>st</sup> September 2024, 1.00pm

1	<p><b>Call to order and welcome</b> District Director (DD) Carol Mitchell called the meeting to order at 1.00pm, who also advised that this meeting is recorded for minute taking purposes. DD Carol warmly welcomed all attended. She also advised attendees of zoom protocol and meeting procedure.</p>
2	<p><b>District Mission</b> Program Quality Director (PQD) Kayleen Gilder read the District Mission Statement.</p>
3.	<p><b>Notice of Online Meeting</b> Administration Manager (AD) Celina Templeman read the notice of meeting</p>
4.	<p><b>Speaking Rights</b> DD Carol advised that only District Officers have voting and speaking rights at this meeting. These include:</p> <ul style="list-style-type: none"><li>• all Area (AD) Directors;</li><li>• all Division (Div.D) Directors,</li><li>• Administration Manager (AD) Celina Templeman DTM,</li><li>• Finance Manager (FM) Glenys Brown DTM,</li><li>• Public Relations Manager (PRM) Peter Simmons,</li><li>• Club Growth Director (CGD) Lisa Coppins,</li><li>• Program Quality Director (PQD) Kayleen Gilder,</li><li>• District Director (DD) Carol Mitchell DTM</li></ul> <p>Under Toastmasters International Policy DD Carol Mitchell also extended speaking rights to:</p> <ul style="list-style-type: none"><li>• District Parliamentarian Harry Fox,</li><li>• District Logistics Manager Esther Haines,</li><li>• Tech Support Bailey Wood.</li></ul> <p>DD Carol also gave all attendees a reminder when speaking to clearly state your Role and Name, and Raise your ZOOM hand when wishing to move or second a motion.</p>
5	<p><b>Voting System</b> Voting is undertaken using the Voting Platform. Once voting has been declared closed, and the vote results announced, no further votes will be counted. If voters wish their vote to be recorded in the minutes, voters are asked to advise the AD Celina or District Parliamentarian Harry Fox.</p> <p>A test vote was undertaken.</p>
6	<p><b>Confirmation of Quorum</b> District Parliamentarian Harry Fox (DP Harry) confirmed the quorum as follows: This is a District Executive Committee Meeting. A quorum for an Executive Committee meeting is the majority of its members.</p>

	<p>The Executive currently has 7 Senior Officers, 4 Division Directors, 17 Area Directors 28 Voting members A quorum is 15 members.</p> <p>DD Carol. We have 20 Members present, and you do have a quorum.</p>
7	<p><b>Apologies</b> AM Celina Templeman moved that the apologies as recorded be accepted <i>(Doesn't require a seconder)</i></p> <p>Voting via the electronic Platform Yes: 19 No: 0 Abstain: 0</p> <p>The Ayes have it. The motion is Carried</p>
8	<p><b>Changes to and Confirmation of Agenda and Additional Items</b> DD Carol Mitchell asked if there were any items that needs to be added to the agenda. There were no additions or changes</p>
9	<p><b>Minutes of the District Executive Committee Meeting held Sunday 28<sup>th</sup> April, 7.00pm.</b> The minutes of the 28<sup>th</sup> April District Executive online Meeting have been circulated.</p> <p>DD Carol Mitchell asked if there were any corrections (of a significant Nature) to these minutes; Minor corrections to AM Celina Templeman.</p> <p>There were no corrections.</p> <p>DD Carol moved <b>“That the minutes of the District Executive Meeting held 28<sup>th</sup> July 2024 as circulated are a true and correct record?”</b> Moved: Helen Cartmell Seconded: Mitesh Popat</p> <p>Voting via the electronic Platform Yes: 18 No: 0 Abstain: 1</p> <p>The Ayes have it. The motion is Carried</p>
9	<p><b>Matters arising from the minutes (not covered in the reports/Agenda)</b></p> <p>DD Carol Mitchell asked if there were any matters arising from the minutes, which are not covered in the Agenda/Reports?</p> <p>There were no matters arising from the Minutes</p>
10	<p><b>Correspondence</b></p> <p>DD Carol Mitchell asked if there were any items of correspondence concerning issues that need to be addressed by the District Executive</p> <p>AM Celina advised there was no correspondence relating to this meeting.</p>

11	<p><b>Urgent Business</b></p> <p><b>11.1 Confirmation of District Officer Resignations</b> There have been no resignations.</p> <p><b>11.2 Confirmation of District Officer &amp; Field Officer Appointments</b> DD Carol Mitchell confirmed there have been no New Appointments since the Last District Executive Meeting held 28<sup>th</sup> July 2024</p> <p><b>11.3 Confirmation of New Clubs into Areas</b> Congratulations on our new Club “Cyber 5” Into area C6</p>
12	<p><b>Conference Report</b></p> <p><b>12.1 Conference Committee Report</b> PQD Kayleen Gilder Invites Roger Hynd to Speak on behalf of the District Conference Committee.</p> <p>Date: Friday 9-Sunday 11<sup>th</sup> May 2025 Venue: Legislative Council Chamber (Main Events), Great Hall (Food, Networking etc) &amp; Select Committee Rooms (for Breakouts) Parliament Buildings. Capacity to hold 140-150 people Theme: We Work Better Together: Accommodation: Many option types nearby. Travel from Airport: approx. 20 minutes.</p> <p>PQD Kayleen moved <b>“That the District Executive Committee Report be Received”</b> Seconded: Nu Taramai,</p> <p>DD Carol opened the floor for Discussion.</p> <p>AM Celina asked for Clarification regarding Dates as Slide show showed 10-11<sup>th</sup>. Roger confirmed that the Candidate Showcase and other fun stuff will start Friday evening (not at the Parliament Buildings).</p> <p>Div G Director Kath Cherrie, asked for Clarification regarding holding the online Contest, when this was being held. As this is regarding Contests, Kayleen will answer this directly to Kath later on.</p> <p>PRM Peter Simmond asked regarding if the price was being increased or decreased.</p> <p>The discussion is to be around the report, not other questions regarding the Conference.</p> <p>Voting via the electronic Platform Yes: 20 No: 0 Abstain: 0</p> <p>The Ayes have it. The motion is Carried</p>
13.1	<p><b>District Finance Managers Reports</b></p> <p><b>13.1 District Financial Statements for period 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024</b></p> <p>DD Carol asked Glenys to present the District Financial Statements for the period 1 July 2023 to 30<sup>th</sup> June 2024 and move that they be received.</p>

FM Glenys  
Slideshow presentation attached as Appendix II

FM moved **“That the District Financial Statements for the period 1 July 2023 to 30<sup>th</sup> June 2024 be received”**

Seconded: Nu Taramai,

Voting via the electronic Platform

Yes: 20

No: 0

Abstain: 0

The Ayes have it. The motion is Carried

### **13.2 District Audit Committee Report 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024**

DD Carol asked Glenys to present the District Audit Committee Report for the period 1 July 2023 to 30<sup>th</sup> June 2024 and move that they be received.

FM Glenys read the report

FM moved **“That the District Audit Committee Report for the period 1 July 2023 to 30<sup>th</sup> June 2024 be received”**

Seconded: Kayleen Gilder, Program Quality Director

Voting via the electronic Platform

Yes: 20

No: 0

Abstain: 0

The Ayes have it. The motion is Carried

### **District Finance Managers Reports**

#### **13.3 District 72 Budget for the period 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024**

DD Carol asked Glenys to present the District 72 Budget for the period 1 July 2024 to 30<sup>th</sup> June 2025 and move that they be received.

FM Glenys  
Slideshow presentation attached as Appendix III

FM moved **“That the District 72 Budget for the period 1 July 2024 to 30<sup>th</sup> June 2025 be Received”**

Seconded: Kayleen Gilder

DD Carol opened the report for discussion

**See Recording** for discussion

FM moved **“That the District 72 Budget for the period 1 July 2024 to 30<sup>th</sup> June 2025 be Approved”**

Seconded: Helen Cartmell

Voting via the electronic Platform

	<p>Yes: 20 No: 0 Abstain: 0</p> <p>The Ayes have it. The motion is Carried</p>
	<p><b>13.4 Budget for Wellington Conference, May 2025</b></p> <p>DD Carol asked Glenys to present the Budget for the Wellington Conference to be held May 2025 and move that they it be received.</p> <p>FM Glenys Slideshow presentation attached as Appendix III</p> <p>FM moved <b>“That the Budget for the Wellington Conference May 2025 be received”</b> Seconded: Christine Livingston,</p> <p>DD Carol opened the floor for discussion.</p> <p>PRM Peter asked what money was being drawn from the District Budget for the Public Relations requirements. Peter was advised that the Conference is self-funded, so nothing is drawn from the District Budget.</p> <p>AD Andrew asked “Are there special Rates for Accommodation near the venue. Roger advised that the committee is in discussions with the Altura for special rates.</p> <p>FM asked <b>“That the Budget for the Wellington Conference May 2025 be approved”</b> Moved: Celina Templeman, Admin Manager Seconded: Glen Pearce, IPDD</p> <p>Voting via the electronic Platform Yes: 18 No: 1 (Carol Mitchell, District Director) Abstain: 0</p> <p>The Ayes have it. The motion is Carried</p>
14	<p><b>Senior District Officer Reports</b></p> <p>DD Carol Mitchell asked that Senior Officers move their reports be received</p> <ul style="list-style-type: none"> <li>• Division C Director Glenys moved that the Division C Report be received as published with no verbal updates.</li> <li>• Division G Director Kath moved that the Division G Report be received as published</li> <li>• Division J Director Helen moved that the Division J Report be received as published</li> <li>• PRM Peter Simmonds moved that the Division J Report be received as published</li> <li>• Club Growth Director (CGD) Lisa Coppins moved that the Club Growth Report be received as published</li> <li>• PQD Kayleen Gilder moved that the Program Quality Report be received as published</li> <li>• DD Carol Mitchell moved that District Directors report received as published be</li> </ul> <p>DD Carol Mitchell asked that someone moved <b>“That all the Senior District Officer Reports be received”</b></p> <p>Moved: Glenys Brown, Finance Manager Seconded: Dana Briscoe, D6 Area Director</p>

Voting via the electronic Platform  
Yes: 19  
No: 1  
Abstain: 0

The Ayes have it. The motion is Carried

The reports were opened for Discussion – none were discussed

15

**Motion on Notice**

A Notice of Motion has been received from J1 Area Director Gary Nicholson on behalf of the Conference committee. As Gary has now got COVID, Kayleen will present the motion. The motion has been published on the District 72 website. I call on Kayleen to move this motion.

**Kayleen PQD**

**That Operating Procedure B4.2 be amended to read as follows: ‘The duration of the District Conference shall be either two or three days, commencing on either Friday or Saturday and concluding on Sunday to accommodate the District Speech Contest finals, an educational programme, the Annual District Council Meeting and District Awards.’**

Kayleen shared the rationale

*For the information of the meeting, I will now explain the process that we will follow to conduct this business.*

**1. Speaking rules:**

- a. *The rules for this meeting allow for each speaker to speak once to a Motion, apart from the mover of the Motion.*
- b. *The mover of a Motion has the right to speak first and a right of reply at the conclusion of the debate.*
- c. *The Secunder has the right to speak second, or to reserve their right to speak until later in the debate.*
- d. *The time allowed for speakers will be 2 minutes.*
- e. *Speakers will be timed with lights,*
  - i. *green at 1:00 min,*
  - ii. *yellow at 1:30 and*
  - iii. *red at 2:00. Tech Support can you test the lights?*
- f. *Speakers will be muted if they exceed 2:10.*

**2. Amendments: Members are reminded that they may propose amendments to the Motion. The process is as follows:**

- a. *Any member may propose amendments if they have not already spoken to the Motion.*
- b. *The way to do this, once you have been recognised by the Chair, is to state; “I move that the Motion be amended by .....”.*
- c. *Once I am clear about the wording of the amendment, I will call for a seconder. If there is no seconder, the amendment will fail and the debate on the original Motion will continue.*
- d. *Once the Amendment is seconded, we will commence debate on the Amendment.*
- e. *The same speaking rules will apply as outlined above.*
- f. *All members can speak to the Amendment.*
- g. *At the conclusion of the debate, I will call for a vote on the Amendment.*

**3. If the Amendment is successful, the main Motion is modified to this effect. If the Amendment fails, the main Motion remains unchanged.**

	<p>4. <i>We will then resume debate on the main Motion.</i></p> <p>5. <i>At the conclusion of the debate, we will then vote on the Motion.</i></p> <p>Are there any questions?</p> <p>The Motion is now open for discussion. I call on PQD Kayleen</p> <p>AM Celina asked for clarification regarding the Friday Candidate Showcase. She was advised that this is a question for later.</p> <p>PRM Peter asked why there is an increase in cost this conference if it is for 2 days.</p> <p>Roger stated that this motion is about Conferences in general, not this coming conference.</p> <p>It should be noted that the conference is two full days, until later on Sunday than is past practice.</p>
	<p><b>That Operating Procedure B4.2 be amended to read as follows: ‘The duration of the District Conference shall be either two or three days, commencing on either Friday or Saturday and concluding on Sunday to accommodate the District Speech Contest finals, an educational programme, the Annual District Council Meeting and District Awards.’</b></p> <p>Moved:</p> <p>Seconded:</p> <p>Voting via the electronic Platform</p> <p>Yes: 16</p> <p>No: 3 DD Carol Mitchell, Div.G Director, Kath Cherrie, Div.J Director Helen Cartmell</p> <p>Abstain: 0</p> <p>The Ayes have it. The motion is Carried</p> <p>The reports were opened for Discussion – none were discussed</p>
16	<p><b>General Business</b></p> <p>DD Carol advised that as there is no general business we will move on to the next Agenda Item.</p>
17	<p><b>Announcements</b></p> <p>The next District Executive meeting will be held at 1pm on 16<sup>th</sup> February 2025 with the Venue to be confirmed.</p> <p>The next District Council Meeting will be held on 22<sup>nd</sup> September at 10am time, (tomorrow online)</p>
18	<p><b>Close</b></p> <p>DD Carol Mitchell thanked all who participated and assisted in the DEC meeting. There being no further business, I ask somebody to move <b>“That the Meeting be closed”</b></p> <p>Moved: Kath Cherrie, Division G Director</p> <p>Seconded: Marie Fox, Area C26 Director</p>

Voting via the electronic Platform

Yes: 19

No: 0

Abstain: 0

The Ayes have it. The motion is Carried

DD Carol Mitchell declared the meeting closed at 2.39pm.

Celina Templeman

**Administration Manager 2024-2025**



## Appendix 1 – List of Attendees & Apologies

### ATTENDEES

District Director	Carol Mitchell, DTM
Program Quality Director	Kayleen Gilder
Club Growth Director	Lisa Coppins
Public Relations Manager	Peter Simmonds
Administration Manager	Celina Templeman, DTM
Finance Manager	Glenys Brown, DTM
District Parliamentarian	Harry Fox ( <i>Non-Voting</i> )
Immediate Past District Director	Glen Pearce, DTM
Logistics Manager	Esther Haines ( <i>Non-Voting</i> )
Tech Support	Bailey Wood ( <i>Non-Voting</i> )
Division C Director	Glenys Forsyth
Division D Director	Jo Moar
Division G Director	Kath Cherrie, DTM
Division J Director	Helen Cartmell, DTM
Area C2 Director	Marie Fox
Area C3 Director	Christine Livingston
Area C4 Director	Hugh Newberry
Area C6 Director	Mitesh Rajendra Popat
Area D3 Director	Leonie Wilkinson
Area D6 Director	Dana Briscoe
Area G1 Director	Sian Farr
Area G3 Director	Rachel Clay
Area G6 Director	Katina Beauchamp
Area G7 Director	Derrek Russell
Area J2 Director	Nu Taramai
Area J3 Director	Andrew Hardwick

### APOLOGIES:

Division D Director	Jo Moar
Area D1 Director	Lyn Harris-Hogan, DTM ( <i>Apology for late arrival</i> )
Area G4 Director	Tania Sales, DTM
Area G6 Director	Katina Beauchamp
Area J1 Director	Gary Nicholson
Area J4 Director	Siyi Qian

Appendix II : Finance Reports Slides (Agenda Item #13.)

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**District 72 Financial Report 2023-24**

Glenns Brown  
(on behalf of Sheryl Ryan Finance Manager 2022-2024)

1

**Revenue & Expenditure**

Statement of Revenue and Expenditure

	Year to date 30 Jun 24 Actual 2024	Year to date 30 Jun 24 Budget 2024	Year to date 30 Jun 24 Balance 2024	Year to date 30 Jun 23 Actual 2023
<b>Revenue</b>				
Membership	21,847	20,810	1,037	21,411
Conferences	21,813	21,813	0	21,813
Other Revenue	1,792	460	1,332	1,713
<b>Total Revenue</b>	<b>45,452</b>	<b>43,083</b>	<b>2,379</b>	<b>44,937</b>
<b>Expenditure</b>				
Conferences	21,813	21,813	0	21,813
Programs	1,368	1,324	44	1,414
Club Social	1,619	1,216	403	1,619
Industry/Conferences	1,475	1,475	0	1,475
Public Relations	1,379	1,219	160	1,379
Representative Training	1,200	1,216	16	1,200
Special Events	1,000	1,000	0	1,000
Administration	1,000	1,000	0	1,000
Professional Fees	1,000	1,000	0	1,000
Travel	8,000	8,000	0	8,000
Loans	4,000	4,000	0	4,000
Allegation Expenses	1,213	1,200	13	1,213
<b>Total Expenditure</b>	<b>43,083</b>	<b>43,083</b>	<b>0</b>	<b>43,083</b>
<b>Total Net Income</b>	<b>2,369</b>	<b>0</b>	<b>2,379</b>	<b>1,854</b>

2

**Financial Position**

Statement of Financial Position

	As at 30/06/2024 2024	As at 30/06/2023 2023
<b>Current Assets</b>		
Bank Accounts	1,400	1,400
Trade Receivables	8,000	8,000
Prepaid Expenses	1,000	1,000
Other Receivables	1,000	1,000
Inventory	1,000	1,000
Other Assets	1,000	1,000
<b>Total Current Assets</b>	<b>14,400</b>	<b>14,400</b>
<b>Non-Current Assets</b>		
Fixed Assets	100	100
Accumulated Depreciation	(100)	(100)
<b>Total Non-Current Assets</b>	<b>0</b>	<b>0</b>
<b>Total Assets</b>	<b>14,400</b>	<b>14,400</b>
<b>Current Liabilities</b>		
Accounts Payable	100	100
Other Liabilities	100	100
<b>Total Current Liabilities</b>	<b>200</b>	<b>200</b>
<b>Total Liabilities</b>	<b>200</b>	<b>200</b>
<b>Net Assets</b>	<b>14,200</b>	<b>14,200</b>
Reserves	14,200	14,200
Retained Earnings	14,200	14,200
Share Premium	0	0
Share Capital	0	0
Reserves	14,200	14,200
<b>Total Members Equity</b>	<b>14,200</b>	<b>14,200</b>

3

End

4

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**District 72 Budget 2024-25**

Glenns Brown  
Finance Manager 2024-2025

5

**District 72 Budget**

1. Toastmaster International Budget Limits
2. Revenue
3. Expenditure

6

**Budget Limits**

- Maximum rules around expenses
- Income limited by membership
- Fixed costs
- Need to replace Tech gear for meeting / conferences

7

**Revenue**

- Planned 1% growth
- Due to climate
- Conference 9<sup>th</sup> to 11 May 2025
- Wellington
- Self-funding

8

### Revenue Budget

	2024-25 Budget	2023-24 Budget	Variance
<b>District Revenue</b>			
Membership	65,160.99	60,442.53	4,718.46
Conference	32,862	27,978.26	4,883.74
Other	0	351.77	- 351.77
<b>Total Revenue</b>	<b>98,022.99</b>	<b>88,772.56</b>	<b>9,250.43</b>

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9

- ### Market / PR / Growth
- Retention incentive
  - Bring a friend
  - Maintain Professional Website
  - Strategies for engagement and attracting members
  - Podcasts
  - Combine or strengthen existing clubs
  - Lower net growth
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10

- ### Education Training
- Provide quality training
  - Both in person and online
- ### Speech Contests
- Maximum IT allows 5% income
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11

- ### Running Costs
- Administration Zoom, Stationery, email accounts
  - Food and meals International conference, midyear training, DOT, contests
  - Travel Flights, mileage
  - Lodging (in Kiwi Accommodation)
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12

### Expense Budget

	2024-25 Budget	2023-24 Budget	Variance
<b>District Expenses</b>			
Conference	32,862.00	27,978.26	4,884
Recognition	3,323.00	3,324.34	(1)
Public Relations	3,743.00	2,633.47	1,110
Marketing Outside	5,931.00	4,536.98	1,400
Club Growth	3,966.00	2,217.70	950
Education & Training	4,859.00	4,235.40	715
Speech Contest	3,252.00	2,991.91	260
Administration	3,151.00	3,151.55	(1)
Travel	16,287.00	20,809.03	(4,522)
Food	7,137.00	7,136.65	0
Lodging	7,616.00	7,215.67	400
TI Allocation	3,256.00	2,747.40	511
<b>Total District Expenses</b>	<b>94,678.00</b>	<b>88,772.56</b>	<b>5,905.44</b>

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13

End

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14