



# DISTRICT 17

## DISTRICT EXECUTIVE COMMITTEE MEETING

### AGENDA | DECM #1

Saturday 5 September 2020 - 1:00pm to 5:00pm

Technology Park Function Centre - 2 Brodie-Hall Drive, Bentley

No.	Item of Business	Lead Role
1.	<b>Call to Order - Sergeant-at-Arms</b>	Southern Division Director, Graham Watson DTM
2.	<b>Explanatory Remarks</b>	Parliamentarian, Janette Edwards DTM
3.	<b>Welcome and Introductions</b>	District Director, Henry Yau DTM
4.	<b>Apologies</b>	Administration Manager, Cherie Wallace DTM
5.	<b>Review of the District Mission</b>	Inner City Division Director, Gavin Hyslop DTM
6.	<b>Presentation of Credentials Committee Report</b>	Parliamentarian, Janette Edwards DTM
7.	<b>Review and Adoption of Agenda</b>	District Director, Henry Yau DTM
8.	<b>Approval of Minutes - DECM 19 April 2020</b>	District Director, Henry Yau DTM
9.	<b>Presentation of Audit Committee Report for January to June 2020</b>	Audit Committee Chair, Yating Mei
10.	<b>Adoption of District Success Plan</b>	District Director, Henry Yau DTM
11.	<b>Adoption of District Budget</b>	District Director, Henry Yau DTM
12.	<b>Presentation of Profit and Loss Statement</b>	Finance Manager, Juliana Kelly
13.	<b>Confirmation of Appointed Officers</b>	District Director, Henry Yau DTM
14.	<b>Method of Selection of 2021/22 Area Directors</b>	District Director, Henry Yau DTM
15.	<b>Presentation of Reports on Progress towards District Success Plan</b>	
	• Immediate Past District Director	Kevin Sansome
	• Administration Manager	Cherie Wallace DTM
	• Public Relations Manager	Pasan Ganegama
	• Club Growth Director	Vijayakumar Vijayaratnam DTM
	• Program Quality Director	Tim Blackburn DTM
	• District Director	Henry Yau DTM
16.	<b>Presentation of Reports from Division Directors and Area Directors</b>	District Director, Henry Yau DTM
17.	<b>New Business (if raised at Item 7)</b>	District Director, Henry Yau DTM
18.	<b>Announcements without Discussion</b>	District Director, Henry Yau DTM
	• 2021 Conference	
	• 2020 Quiz Night	
	• 2022 Conference Bids	
19.	<b>Meeting Close</b>	District Director, Henry Yau DTM

## Future District Executive Committee Meeting Dates:

Meeting No.	Date	Time	Location
DECM #2	Sat. 5 December 2020	TBC	TBC
DECM #3	Sat. 6 March 2021	1:00pm-5:00pm	TBC
VDECM #4	Sun. 18 April 2021	1:00pm-4:00pm	Virtual

## TOASTMASTERS INTERNATIONAL GOVERNING DOCUMENTS

### Protocol 7.1: District Events

#### 5. District Executive Committee Meetings

At District Executive Committee meetings, unless noted, the following business is conducted:

- I. The District mission is reviewed.
- II. Roll call is taken, and a quorum is certified.
- III. The District budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
- IV. The Audit Committee's report is presented to the District Executive Committee prior to each District Council meeting; copies of the audit are provided at or before the meeting. The Audit Committee is governed by [Article XI](#), Section (c) of the District Administrative Bylaws.
- V. The Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
- VI. At the meeting prior to the District Council's annual meeting, the alignment of clubs into Areas and Divisions is recommended.
- VII. The District Director's recommendations to fill any vacancies in office are approved.
- VIII. The District Director, Program Quality Director, Club Growth Director, Division Directors, and Area Directors report on the District Success Plan and Distinguished program progress.