

MEETING NOTES

DISTRICT MANAGEMENT MEETING 2

Saturday 22 August 2020

1:00pm to 4:30pm

Level 1/931 Albany Highway, East Victoria Park

Meeting Chair:

Henry Yau

Timekeeper:

Attendees:

Henry Yau, District Director (HY)

Tim Blackburn, Program Quality Director (TB)

Vijayakumar Vijayarathnam, Club Growth Director (VV)

~~Pasan Ganegama, Public Relations Manager (PG)~~

Cherie Wallace, Administration Manager (CW)

Juliana Kelly, Finance Manager (JK)

Kevin Sansome, Immediate Past District Director (KS)

Janette Edwards, Parliamentarian (JE)

Julie Dall, Central Division Director (JD)

Kym Godfrey, Eastern Division Director (KG)

Gavin Hyslop, Inner City Division Director (GH)

~~Pascale Amberville-Colby, Northern Division Director (PAC)~~

Graham Watson, Southern Division Director (GW)

Caroline Devenish-Mearns, Western Division Director (CDM)

Apologies:

Pasan Ganegama, Public Relations Manager (PG)

Pascale Amberville-Colby, Northern Division Director (PAC)

Next Meeting:

Saturday 10 October 2020 at 1:00pm - Level 1/931 Albany Hwy, East Victoria Park

FIRST 50 DAYS

Time allowed: 65min total
5min each

Time taken:

Presenter: Everyone

Discussion:

Each member of DMM team gave a five minute overview of their first 50 days in the role.

Central:

- Find out how people like to communicate
- Adapt to different communication styles
- If a club loses access to bank account there can be huge consequences, have a back up plan

Eastern:

- Focussing on building relationships with Area Directors
- Ensuring she is a reliable and competent Division Director
- Foster the TI values - integrity, respect, service, excellence
- Important to leave a legacy
- Understand how to work with different people and get them to work together as a team
- Looking for some new learnings

Inner City:

- Some struggling corporate clubs are not keen to be in Toastmasters anymore but do not willingly give that information
- Communicate to Area Directors his communication style

Northern:

- Apology

Southern:

- Be aware that the Area Directors are all different and communicate differently
- Different forms of communication are being used
- Don't want to step on Area Directors toes, but still visit all of the clubs within the Division
- Find out the history of the clubs and understand them
- Discuss the hierarchy of communication, Area Director to Division Director, not straight to the Trio

Western:

- Learned the voluntary leadership is different to corporate leadership
- Providing encouragement to Area Directors
- One Area has three clubs requesting club coaches
- Learning a new style of leadership has been really valuable
- Encouraging Area Directors to let her know when people achieve anything, so they can be recognised

Parliamentarian:

- Looking forward to the coming events and learning the role

Finance Manager:

- Role is bigger than first realised
- Working effectively with the Trio to formulate the District Budget
- Great to move back into finance management tasks and learning the TI system of accounting
- Reimbursement claims need to be in on Wednesdays to be paid on Fridays

Administration Manager:

- Taking a lot more time than I thought it would
- No matter how much time and effort I put into making my communications as clear as possible, people still don't follow through
- Enjoyed working with other Administration Managers from Region 12 to assist with World Headquarter Training of District Leaders via Zoom

Public Relations Manager:

- Apology

Club Growth Director:

- Role is bigger than first thought
- Unprepared for the number of phone calls, emails and meetings
- Appreciates the amount of support available for assistance
- Time management and planning is the biggest challenge at the moment
- Balancing Toastmasters with home life is a challenge

Program Quality Director:

- Organisation is key, the sooner planning is started, the more success you can expect
- Understanding the importance of various types of training and workshops to address common issues
- Delegation of tasks is important
- Seek advice and guidance from trusted advisors before formulating a decision
- Work towards efficient and effective systems to reduce workloads
- Think about the legacy we leave behind and for the future and the champions of tomorrow

Immediate Past District Director:

- Thank you to everyone who got involved in the Awards Night, given the exceptional circumstances
- Certificates and trophies from the Awards Night will be handed out at DECM to Area Directors to present at club meetings
- DTM breakfast to be held at Pagoda Como
- Virtual Convention is available for free registration
- Communicating with 2020/21 Division Director daily

	District Director: <ul style="list-style-type: none"> Starting new role while finishing previous role has been challenging There are a lot of balls to juggle and it can be challenging to keep them all up Enjoys being a leader of leaders and giving the leadership team autonomy to make decisions Toastmasters / Life balance is important Everyone needs to be healthy - physically and mentally - and we should look out for other people Connected with District Directors from around the world and understanding the issues in other Districts Making sure everyone knows their role and that he is available to anyone Important to enjoy the role - don't stress over the things that need to be done
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Conclusions:	N/A
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Action Items	Person Responsible	Date Due
Nil		

CONTEST UPDATE

Time allowed: 10 min	Time taken:	Presenter: Program Quality Director - Tim Blackburn
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Discussion:	<ul style="list-style-type: none"> D17 website has been updated with the current contest rule book 22 changes to the rules since last year Contests can be online or in person Only one participant advances to each final at all levels Judges need to be in good standing, but don't need to be in a club in good standing
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Conclusions:	N/A
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Action Items	Person Responsible	Date Due
Everyone needs to be familiar with the current rule book		

RECOGNITION IDEAS

Time allowed: 8 min	Time taken:	Presenter: Western Division Director - Caroline Devenish-Meares
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Discussion:	<ul style="list-style-type: none"> Recognition is important in a team A lot of people in our organisation make significant contributions www.sendoutcards.com Recognition can be cards, gifts, Items are customisable - text, logos, etc. \$97 USD / month for unlimited
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Conclusions:	Attendees agreed this is a good idea
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Action Items	Person Responsible	Date Due
Trio to discuss at executive meeting and make decision and let Caroline know if the District will join	District Director - Henry Yau	

DISTRICT LEADERSHIP (TRIO) TRAINING UPDATE

Time allowed: 45min total 15min each	Time taken:	Presenter: District Director - Henry Yau Program Quality Director - Tim Blackburn Club Growth Director - Vijay Vijayaratnam
Discussion:	<p>District Director:</p> <ul style="list-style-type: none"> • Great opportunity to reconnect with friends and meet new people • This year was different being delivered online via Zoom • Session 1: Triple A Mantra - accountability, adaptability, and acceptance • Session: Delegating <p>Program Quality Director:</p> <ul style="list-style-type: none"> • Goals - be really clear about what your goals are for the year • Participation - make sure everyone understands their role is important • Mentoring - ensure members are aware of the mentoring section in Pathways and clubs are actively encouraging mentoring • Mentor Champion - clubs should have one and Division Directors should ask Area Directors to let them know who the club Mentor Champion is • 85% of District 17 members are enrolled in Pathways • 67% of new District 17 members are enrolled in Pathways <p>Club Growth Director:</p> <ul style="list-style-type: none"> • Nine sessions to attend over two weekends • Analysing clubs and where they currently sit, compared to where we want them to be • Are members getting what they want of the club meetings? • Important to match coaches to clubs - need help to identify coaches within the District • Understand how clubs and club coaches like to communicate and match accordingly - details v big picture, task oriented v feelings oriented, embrace conflict v avoid conflict, natural leaders v letting others lead, talkers v listeners, ideas people v people who ask for help. • Distinguished Club Program - progress will show how healthy a club is 	
Conclusions:		
Action Items	Person Responsible	Date Due
Division Directors to seek out people who would like to be coaches		

DISTRICT SUCCESS PLAN

Time allowed: 30 min	Time taken:	Presenter: District Director - Henry Yau
Discussion:	<ul style="list-style-type: none"> • Everyone is involved in the District Success Plan • Leading Lights helps Area Directors • TLI Training Group helps with training of members • Hope to get five new clubs in 2020/21 • 2020/21 is focussed on quality clubs not the number of clubs • If clubs are continually failing and don't re-energise or re-activate, then the tough decisions need to be made • District 17 DSP is on the TI website • Living document that can be used at any time • Trio sought input from Division Directors • DSP has actionable items with deadlines 	
Conclusions:		
Action Items	Person Responsible	Date Due

District Success Plan to be presented to and approved by DECM and DCM		
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OTHER BUSINESS - DTM BREAKFAST

Time allowed: 5 min	Time taken:	Presenter: IP District Director - Kevin Sansome
Discussion:	<ul style="list-style-type: none"> 31 registrants so far 8:00am to 10:30am 	
Conclusions:		
Action Items	Person Responsible	Date Due
Email to clarify times needs to go out to invitees	Kevin Sansome	ASAP

OTHER BUSINESS - PROXIES FOR ANNUAL BUSINESS MEETING CLOSED 18 AUGUST

Time allowed: 5 min	Time taken:	Presenter: District Director - Henry Yau
Discussion:	<ul style="list-style-type: none"> Reminders needed to go out to Club Presidents to remind about proxy deadline 16 clubs will vote for themselves and need to register to vote 46 clubs have assigned votes to Henry Yau Approximately 20 clubs have not made arrangements 	
Conclusions:		
Action Items	Person Responsible	Date Due

OTHER BUSINESS - DISTRICT CONTEST TROPHIES

Time allowed: 5 min	Time taken:	Presenter: IP District Director - Kevin Sansome
Discussion:	<ul style="list-style-type: none"> 2019/2020 trophies are already purchased and dates 2020/2021 trophies are already purchased by Henry 	
Conclusions:	Use the 2019/2020 District level trophies in the 2021/22 year by etching a bar across the bottom and add dates on another place on the trophy	
Action Items	Person Responsible	Date Due
Division and Area level trophies from 2019/2020 need to be handed back		

OTHER BUSINESS - DISTRICT CALENDAR UPDATE

Time allowed: 10 min	Time taken:	Presenter: Administration Manager - Cherie Wallace
Discussion:	Calendar updated	
Conclusions:		
Action Items	Person Responsible	Date Due
Forward updated Calendar to Michael Piotrowski for the D17 website	Cherie Wallace	

ITEMS FOR NEXT AGENDAS

Agenda Items	Lead Person	Meeting #

DISTRICT MANAGEMENT MEETING DATES FOR 2020/2021

Meeting	Location	Date	Time
District Management Meeting #1	Level 1/931 Albany Hwy, East Victoria Park	18 Jul 2020	9:00am
District Management Meeting #2	Level 1/931 Albany Hwy, East Victoria Park	22 Aug 2020	1:00pm
District Management Meeting #3	Level 1/931 Albany Hwy, East Victoria Park	10 Oct 2020	1:00pm
District Management Meeting #4	Level 1/931 Albany Hwy, East Victoria Park	15 Nov 2020 (Sunday)	2:00pm
District Management Meeting #5	TBC	9 Jan 2021	TBC
District Management Meeting #6	TBC	13 Feb 2021	TBC
District Management Meeting #7	TBC	10 Apr 2021	10:00am
District Management Meeting #8	Virtual (Friday)	4 Jun 2021	6:00pm
DMM #1 (2021/2022)	TBC	12 Jun 2021	TBC