



DISTRICT 17

DISTRICT EXECUTIVE COMMITTEE MEETING

MINUTES | DECM #1

Saturday 5 September 2020 - 1:00pm to 5:00pm
Technology Park Function Centre - 2 Brodie-Hall Drive, Bentley

1. Call to Order - Sergeant-at-Arms, Southern Division Director, Graham Watson DTM

The meeting was called to order at 1:15pm following awards from 2019/20 being handed out by Immediate Past District Director, Kevin Sansome.

2. Explanatory Remarks - Parliamentarian, Janette Edwards DTM

Parliamentarian Janette gave an overview on eligibility to cast a vote, voting method, meeting rules, timing and rules for speaking from the floor

3. Welcome and Introductions - District Director, Henry Yau DTM

District Director Henry welcomed all the meeting and declared the meeting open welcomed all attendees.

District Director Henry introduced members on the official table:

- Tim Blackburn DTM, Program Quality Director
- Vijayakumar Vijayaratnam DTM, Club Growth Director
- Pasan Ganegama, Public Relations Manager (arrived during the meeting)
- Cherie Wallace DTM, Administration Manager
- Juliana Kelly, Finance Manager (arrived during the meeting)
- Kevin Sansome, Immediate Past District Director
- Janette Edwards DTM, Parliamentarian

4. Apologies - Administration Manager, Cherie Wallace DTM

Apologies were received from the following District Executive Committee members:

- Northern Division Director, Pascale Amberville-Colby DTM
- Western Division Director, Caroline Devenish-Meaers DTM
- C4 Area Director, Dietmar Mazanetz
- E11 Area Director, Ian Hart
- I42 Area Director, Suresh Prabhakaran DTM
- N21 Area Director, Cat Markham
- W54 Area Director, Rochford Devenish-Meaers

5. District Mission

The District Mission was read by Inner City Division Director, Gavin Hyslop DTM

6. Presentation of Credentials Committee Report - Credentials Committee Chair, Parliamentarian, Janette Edwards DTM

Credentials Committee Chair reported that a quorum for the District Executive Committee equates to 50% of the members plus one. There are 36 members of the District Executive Committee, with a quorum being 19.

There were 20 members of the District Executive Committee in attendance.

A quorum was met.

7. Review and Adoption of Agenda - District Director, Henry Yau DTM

Administration Manager, Cherie Wallace DTM, requested the following changes to the Agenda:

- Remove Item 14 "Method for selection 2021/22 Area Directors" as it was added in error
- Add New Business at Item 17 "Online Contests"
- Add New Business at Item 17 "2021 District 17 Conference"
- Remove from Item 18 "Announcements with Discussion" - 2021 District 17 Conference
- Add Division Council Meetings prior to "Adjourn the Meeting and Meeting Close"

Motion: "That the Agenda for this meeting, as circulated and amended, be adopted."

Moved: Immediate Past District Director, Kevin Sansome

Seconded: S33 Area Director, Kutty VK

Resolution: Carried unanimously

8. Minutes - District Executive Committee Meeting held 19 April 2020 - District Director, Henry Yau DTM

There were no changes or matters arising from the previous Minutes.

Motion: "That the minutes of the 19 April 2020 District Executive Committee Meeting, as presented, be adopted."

Moved: Inner City Division Director, Gavin Hyslop DTM

Seconded: N24 Area Director, Emmie Maunder DTM

Resolution: Carried unanimously

9. Presentation of Audit Committee Report for January to June 2020 - Audit Committee Chair, Yating Mei

Motion: "That the Audit Committee Report for January to June 2020, as presented, be adopted."

Moved: Immediate Past District Director, Kevin Sansome

Seconded: S31 Area Director, Zachary Anning

Resolution: Carried unanimously

10. Adoption of District Success Plan - District Director, Henry Yau DTM

Motion: "That the District 17 Success Plan 2020/2021, as presented, is supported in principle with the completed District Success Plan being presented to the District Council Meeting on 19 September 2020."

Moved: Inner City Division Director, Gavin Hyslop DTM

Seconded: Eastern Division Director, Kym Godfrey DTM

Resolution: Carried unanimously

11. Adoption of District Budget - District Director, Henry Yau DTM

The District 17 Budget, as approved by Toastmasters International, and updated from the version that was email to the District Executive Committee, was presented to the meeting.

Motion: "That the District 17 Budget 2020/2021 approved by Toastmasters International, as presented, be adopted."

Moved: Inner City Division Director, Gavin Hyslop DTM

Seconded: Immediate Past District Director, Kevin Sansome

Resolution: Carried unanimously

12. Presentation of Profit and Loss Statement - Finance Manager, Juliana Kelly

The profit and loss statement was accepted.

Program Quality Director, Tim Blackburn DTM queried the absence of a July 2019 to June 2020 Financial Report. Finance Manager, Juliana Kelly will provide a copy to Administration Manager, Cherie Wallace DTM, to be included with the District Executive Committee Meeting minutes, for members' information.

13. Confirmation of Appointed Officers - District Director, Henry Yau DTM

Motion: "That the District 17 Appointed Officers for 2020/21, as amended to include I43 Area Director Wai Yen Leung, are confirmed."

Moved: Inner City Division Director, Gavin Hyslop DTM

Seconded: Eastern Division Director, Kym Godfrey DTM

Resolution: Carried unanimously

14. ~~Method of Selection of 2021/22 Area Directors~~ - District Director, Henry Yau DTM

Removed from Agenda by resolution at Item 7.

15. Presentation of Reports on Progress towards District Success Plan

Reports from the Executive group were emailed in advance to District Executive Committee Members and are on the District 17 website. Verbal reports were presented by the following officers and accepted.

- 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. Presentation of Reports from Division Directors and Area Directors - District Director, Henry Yau DTM

Reports from the Division Directors and Area Directors were emailed in advance to District Executive Committee Members and are on the District 17 website. The reports, as presented, were accepted.

17. New Business (raised at Item 7) - District Director, Henry Yau DTM

a Online Contests - Program Quality Director, Tim Blackburn DTM

- All contests Area level and above must be undertaken online.
- Training and support will be required for Division, Area and members to run the contests.
- Online Contest committee has been formed to assist the Program Quality Director.
- Document outlining the process for running an online contest is being formulated, based on resources from other Districts that have already been proven.
- Training webinar: Sunday 13 September 9:30am to 11:30 for Area Directors specifically but anyone can attend. It will be recorded for those who can't attend.
- Presidents and VPEs of clubs will also be invited.
- Recommend having a contest committee with the core roles - Contest Organiser, Contest Chairs, Contest Chief Judges and Zoom Tech Support - to organise the contests.

b 2021 District Conference - District Director, Henry Yau DTM

- A vote is not required, but looking for a consensus from the District Executive Committee
- Entire conference must be offered with online participation
- Conference committee concerned that people will not travel to Bunbury if contests and other sessions are also online

Suggestions:

1. Bunbury deferred to 2022 with 2021 being fully online
2. Keep in Bunbury and have online participation
3. Postpone Bunbury
4. If speakers, contests and speakers are virtual, who will travel to Bunbury? Concerns with numbers
5. Organise gala gathering online contests to celebrate contest winners and give awards and enjoy a social gathering

Consensus: 2021 to be an online conference if the Bunbury Conference Committee would prefer to postpone again.

18. Announcements without Discussion - District Director, Henry Yau DTM

- a
- 2020 Quiz Night
Liam Palmer chair of quiz night
Event scheduled for the 1st week of November
Liam may need to seek expressions of interest to determine if there will be enough people to make the event worthwhile.
 - 2022 Conference Bids
One club has expressed interest and will give a five minute presentation at the Virtual District Council Meeting on 19 September 2020.
 - Virtual District Council Meeting 19 September 2020 at 1pm
- b “How to Vote” video tutorial played for District Executive Committee Members in preparation for the District Council Meeting on 19 September 2020. A link to the YouTube video will be forwarded to all District Council Members at least three times prior to the meeting.

19. Division Council Meetings

The Division Councils met for 30 minutes followed by a representative from each Division giving a five minute presentation from the meeting.

- a Central (Julie Dall)
- Used the opportunity for Robyn Lloyd to share an Inspirational story.
 - Julie spoke about the great work Robyn has been doing with her clubs with Open House meetings.
- b Eastern (Kym Godfrey)
- Spoke about conversation with Cherie Wallace re Area E14.
 - Kym now club coach for Kalamunda and is looking forward to getting their numbers up again.
 - Some clubs in the Division are struggling, but most are doing okay with good prospects are reaching good numbers, if not Charter strength by 30 June, with some already there.
 - Zoom Division Meeting planned for September.
- c Inner City (Gavin Hyslop)
- Regular catch ups with Area Directors.
 - Half of the clubs are corporate clubs - currently facing challenges due to COVID-19.
 - Four clubs in the red zone and three may not survive.
 - Corporate clubs don't traditionally compete in contests - challenge for Area Directors/contests.
 - Two potential new corporate clubs.
- d Northern (Charles Fisher)
- Clubs are benefitting from going back to in-person meetings.
 - Guests are attending, due to in-person meetings recommencing.
 - One club in Northern division is keeping their numbers up but are churning their members, may need some education on Pathways.
 - Couple of clubs already submitting educational awards in Club Central.
 - Online contests may not be as challenging as first thought.
- e Southern (Graham Watson)
- Acknowledged having a full team at the meeting.
 - Online contests are challenging but clubs will support each other as a group.
 - Area Council meetings are valuable, and ADs should catch up with their Presidents and VPEs.
 - Needing more information from the Public Relations Manager on Facebook advertising.
 - Club coaches are making an early difference in the clubs they are supporting.
- f Western (Greg Lynn)
- Clubs are returning to physical meetings - some are doing well and some still have challenges.
 - Priority is to rebuild the membership.
 - Once membership is back on track, most other things should fall into place.

20. Adjourn the Meeting and Meeting Close - District Director, Henry Yau DTM

District Director, Henry Yau DTM thanked all who attended and those who supported the meeting logistically.

The next DECM will be held on Saturday 5 December 2020 at 1:00pm at Technology Park, Bentley.

The meeting was adjourned by District Director, Henry Yau DTM at 4:15pm.