

AGENDA | DECM #1

Saturday 14 August 2021 - 1:30pm to 5:00pm

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

No.	Item of Business	Lead Role	Time
1.	1:30pm Call to Order - Sergeant-at-Arms	Eastern Division Director, Noor Talpur	2:00
2.	1:32pm Explanatory Remarks	Parliamentarian, Patricia King	5:00
3.	1:47pm Welcome and Introductions	District Director, Tim Blackburn DTM	5:00
4.	1:42pm Apologies	Administration Manager, Darren Law	3:00
5.	1:45pm District Mission	Finance Manager, Dan Franks	2:00
6.	1:47pm Presentation of Credentials Committee Report	Parliamentarian, Patricia King	3:00
7.	1:50pm Review and Adoption of Agenda	District Director, Tim Blackburn DTM	5:00
8.	1:55pm Approval of Minutes - DECM #4 18 April 2021	District Director, Tim Blackburn DTM	3:00
9.	1:28pm Presentation of Audit Committee Report for January to June 2021	Audit Committee Chair, Wendy Ow	5:00
10.	2:03pm Presentation of Profit and Loss Statement	Finance Manager, Dan Franks	3:00
11.	2:06pm Adoption of District Success Plan	District Director, Tim Blackburn DTM	5:00
12.	2:11pm Adoption of District Budget	District Director, Tim Blackburn DTM	5:00
13.	2:16pm Confirmation of Appointed Officers	District Director, Tim Blackburn DTM	5:00
14.	2:21pm Adoption to Revert Back to in Person Contests	District Director, Tim Blackburn DTM	5:00
15.	2:26pm Adoption of the Establishment of a Committee to investigate establishing a District 17 Hall of Fame	District Director, Tim Blackburn DTM	5:00
	2.32pm Break		15:00
17.	Presentation of Reports on Progress towards District Success Plan		17:00
18.	2:47pm • Immediate Past District Director	Henry Yau DTM	3:00
19.	2:50pm • Public Relations Manager	Mina Cho DTM	3:00
20.	2:53pm • Club Growth Director	Gavin Hyslop DTM	3:00
21.	2:56pm • Program Quality Director	Julie Dall DTM	3:00
22.	2:59pm • District Director	Tim Blackburn DTM	5:00
23.	3:04pm Presentation of Reports from Division Directors and Area Directors	District Director, Tim Blackburn DTM	3:00
24.	3:07pm New Business (if raised at Item 7)	District Director, Tim Blackburn DTM	15:00
25.	3:22pm Division Council Meetings		60:00

	• Division Council Meetings	Separate into separate divisions	30:00
3:52pm	• Central Division representative		5:00
3:57pm	• Eastern Division representative		5:00
4:03pm	• Inner City Division representative		5:00
4:08pm	• Northern Division representative		5:00
4:13pm	• Southern Division representative		5:00
4:18pm	• Western Division representative		5:00
4:23pm	Meeting Close	District Director, Tim Blackburn DTM	3:00

Future District Executive Committee Meeting Dates:

Meeting No.	Date	Time	Location
DECM #2	Sat. 4 th December 2021	1pm to 4pm	Tech Park
DECM #3	Sat. 12 th March 2022		
DECM #4	Sat. 9 th April 2022		

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.