



## **DISTRICT 17 | REPORTS**

### **DISTRICT EXECUTIVE COMMITTEE MEETING**

**DECM #1 | SATURDAY 14 August 2021**

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## **REPORTS | MAJOR ITEMS**

## REPORTS | AUDIT COMMITTEE

There was no report submitted for this role

# **REPORTS | DISTRICT SUCCESS PLAN**

The district success plan is being drafted and will be emailed out by Saturday 7<sup>th</sup> August 2021.

## REPORTS | DISTRICT BUDGET

District 17 Annual Budget for 2021-2022 - We are awaiting budget updates from Toastmasters International. A copy of the budget will be emailed out by Saturday 7<sup>th</sup> August, 2021.



**District 17**  
**Profit & Loss Statement (Actual vs. Budget GL Detail) (in AUD)**

Month Ending 30-06-21			01-07-20 Through 30-06-21			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	7042-000000 - Outside Contractor Expense	0.00	3,500.00	(3,500.00)
0.00	0.00	0.00	7048-000000 - Equipment Purchase Expense (Less than \$500)	0.00	50.00	(50.00)
0.00	0.00	0.00	7080-000000 - Gifts & Thank You	0.00	300.00	(300.00)
0.00	0.00	0.00	Total Conference Expenses	4,494.83	33,800.00	(49,305.17)
0.00	0.00	0.00	Fundraising Expenses			
0.00	0.00	0.00	7014-000000 - Room Rental Event Expense	330.00	480.00	(150.00)
0.00	0.00	0.00	Total Fundraising Expenses	330.00	480.00	(150.00)
0.00	0.00	0.00	Recognition			
0.00	0.00	0.00	Recognition - Member			
0.00	0.00	0.00	7004-000000 - Badges & Pins	920.33	0.00	920.33
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	1,000.00	(1,000.00)
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	1,333.00	500.00	833.00
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	0.00	300.00	(300.00)
0.00	0.00	0.00	7036-000000 - Advertising Expense	0.00	300.00	(300.00)
0.00	0.00	0.00	7044-000000 - Postage & Shipping Expense	0.00	2,500.00	(2,500.00)
0.00	0.00	0.00	7080-000000 - Gifts & Thank You	49.00	0.00	49.00
0.00	0.00	0.00	Total Recognition - Member	2,302.33	4,800.00	(2,497.67)
0.00	0.00	0.00	Recognition - Area			
0.00	0.00	0.00	7004-000000 - Badges & Pins	28.00	0.00	28.00
0.00	0.00	0.00	Total Recognition - Area	28.00	0.00	28.00
0.00	0.00	0.00	Recognition - Club			
0.00	0.00	0.00	7010-000000 - Awards Expense (Trophies, Plaques, Ribbons & Certificates)	0.00	1,000.00	(1,000.00)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	177.08	0.00	177.08
0.00	0.00	0.00	Total Recognition - Club	177.08	1,000.00	(822.92)
0.00	0.00	0.00	Recognition - Division			
0.00	0.00	0.00	7008-000000 - Promotional Materials	955.66	0.00	955.66
0.00	0.00	0.00	7070-000000 - Bank Charges & Credit Card Fee Expense	28.67	0.00	28.67
0.00	0.00	0.00	7084-000000 - Sympathy Expense	147.80	0.00	147.80
0.00	0.00	0.00	Total Recognition - Division	1,132.13	0.00	1,132.13
0.00	0.00	0.00	Recognition - District			
0.00	0.00	0.00	6025-000000 - Registration & Ticket Revenue	(1,586.13)	0.00	(1,586.13)
330.00	0.00	330.00	7014-000000 - Room Rental Event Expense	330.00	0.00	330.00
0.00	0.00	0.00	7034-000000 - Conference Calls & Webinars Expense	39.74	0.00	39.74
0.00	0.00	0.00	7082-000000 - Incentives	2,583.00	0.00	2,583.00
330.00	0.00	330.00	Total Recognition - District	1,388.81	0.00	1,388.81
330.00	0.00	330.00	Total Recognition	5,008.15	5,600.00	(593.85)
0.00	100.00	(100.00)	Club Growth			
0.00	50.00	(50.00)	Club Growth - Building New Clubs			
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	1,100.00	(1,100.00)
0.00	0.00	0.00	7008-000000 - Promotional Materials	323.82	550.00	(226.18)
0.00	0.00	0.00	7012-000000 - Supplies & Stationery Expense	99.76	0.00	99.76
0.00	0.00	0.00	7014-000000 - Room Rental Event	660.00	0.00	660.00



**District 17**  
**Profit & Loss Statement (Actual vs. Budget GL Detail) (in AUD)**

Month Ending 30-06-21			01-07-20 Through 30-06-21		
Actual	Budget	Variance	Actual	Budget	Variance
0.00	0.00	0.00	309.95	0.00	309.95
0.00	100.00	(100.00)	0.00	1,100.00	(1,100.00)
0.00	0.00	0.00	700.00	0.00	700.00
0.00	250.00	(250.00)	2,093.53	2,750.00	(656.47)
0.00	100.00	(100.00)	0.00	1,100.00	(1,100.00)
0.00	50.00	(50.00)	1,038.34	550.00	488.34
0.00	0.00	0.00	149.59	0.00	149.59
0.00	0.00	0.00	230.89	0.00	230.89
0.00	100.00	(100.00)	195.11	1,100.00	(904.89)
0.00	0.00	0.00	30.22	0.00	30.22
0.00	250.00	(250.00)	1,844.15	2,750.00	(1,105.85)
0.00	50.00	(50.00)	0.00	600.00	(600.00)
0.00	50.00	(50.00)	0.00	600.00	(600.00)
0.00	0.00	0.00	228.23	0.00	228.23
0.00	0.00	0.00	350.00	0.00	350.00
0.00	0.00	0.00	578.23	0.00	578.23
0.00	550.00	(550.00)	4,315.91	5,100.00	(1,784.09)
0.00	100.00	(100.00)	2,193.72	1,200.00	993.72
0.00	0.00	0.00	0.00	200.00	(200.00)
137.03	0.00	137.03	137.03	0.00	137.03
240.00	0.00	240.00	240.00	0.00	240.00
605.14	405.00	200.14	605.14	1,620.00	(1,014.86)
982.17	925.00	477.17	3,175.89	3,020.00	155.89
0.00	0.00	0.00	942.09	1,381.00	(438.91)
0.00	0.00	0.00	0.00	300.00	(300.00)
0.00	0.00	0.00	123.90	0.00	123.90
42.90	50.00	(7.10)	471.90	600.00	(128.10)
0.00	90.00	(90.00)	910.80	1,080.00	(169.20)
0.00	0.00	0.00	0.00	200.00	(200.00)
0.00	0.00	0.00	46.18	0.00	46.18
0.00	0.00	0.00	55.00	0.00	55.00
0.00	0.00	0.00	69.00	0.00	69.00
0.00	0.00	0.00	29.81	0.00	29.81
42.90	140.00	(97.10)	2,846.58	3,581.00	(914.32)
0.00	200.00	(200.00)	0.00	200.00	(200.00)

**District 17**  
**Profit & Loss Statement (Actual vs. Budget GL Detail) (in AUD)**

Month Ending 30-08-21			01-07-20 Through 30-08-21			
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	ificates)			
0.00	200.00	(200.00)	7080-000000 - Gifts & Thank You	0.00	100.00	(100.00)
			Total Distinguished Clubs	0.00	300.00	(300.00)
			Training Club Officers			
181.58	100.00	81.58	7006-000000 - Educational Materials	181.58	300.00	(118.42)
1,280.00	250.00	1,030.00	7014-000000 - Room Rental Event	2,223.25	1,400.00	823.25
			Expense			
0.00	0.00	0.00	7034-000000 - Conference Calls &	135.83	0.00	135.83
			Webinars Expense			
0.00	200.00	(200.00)	7042-000000 - Outside Contractor	0.00	600.00	(600.00)
			Expense			
1,481.58	550.00	931.58	Total Training Club Officers	2,540.66	2,300.00	240.66
			Training Division & Area Governors			
0.00	0.00	0.00	7004-000000 - Badges & Pins	0.00	400.00	(400.00)
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	250.00	(250.00)
0.00	350.00	(350.00)	7014-000000 - Room Rental Event	580.00	850.00	(270.00)
			Expense			
0.00	0.00	0.00	7034-000000 - Conference Calls &	138.54	0.00	138.54
			Webinars Expense			
0.00	350.00	(350.00)	Total Training Division & Area Governors	718.54	1,500.00	(781.46)
			Training Areas & Divisions			
0.00	250.00	(250.00)	7010-000000 - Awards Expense	0.00	250.00	(250.00)
			(Trophies, Plaques, Ribbons & Cer-			
			tificates)			
1,775.00	0.00	1,775.00	7014-000000 - Room Rental Event	2,115.00	0.00	2,115.00
			Expense			
54.99	0.00	54.99	7030-000000 - Photocopying Ex-	54.99	0.00	54.99
			pense			
(25.32)	0.00	(25.32)	7034-000000 - Conference Calls &	1,152.22	0.00	1,152.22
			Webinars Expense			
1,804.67	250.00	1,554.67	Total Training Areas & Divisions	3,322.21	250.00	3,072.21
			TLI			
0.00	0.00	0.00	7006-000000 - Educational Materials	0.00	450.00	(450.00)
0.00	0.00	0.00	7014-000000 - Room Rental Event	0.00	750.00	(750.00)
			Expense			
0.00	0.00	0.00	Total TLI	0.00	1,200.00	(1,200.00)
			Other			
0.00	0.00	0.00	7004-000000 - Badges & Pins	0.00	100.00	(100.00)
0.00	0.00	0.00	Total Other	0.00	100.00	(100.00)
3,288.25	1,350.00	1,938.25	Total Education & Training Expense	6,581.41	5,850.00	931.41
			Speech Contest Expenses			
			Speech Contest Expenses - Area			
0.00	0.00	0.00	7012-000000 - Supplies & Stationery	0.00	700.00	(700.00)
			Expense			
0.00	0.00	0.00	Total Speech Contest Expenses - Area	0.00	700.00	(700.00)
			Speech Contest Expenses - Division			
0.00	0.00	0.00	7010-000000 - Awards Expense	0.00	700.00	(700.00)
			(Trophies, Plaques, Ribbons & Cer-			
			tificates)			
0.00	0.00	0.00	Total Speech Contest Expenses - Division	0.00	700.00	(700.00)
			Speech Contest Expenses - District			
0.00	0.00	0.00	7010-000000 - Awards Expense	2,768.00	600.00	2,168.00
			(Trophies, Plaques, Ribbons & Cer-			
			tificates)			
0.00	0.00	0.00	7086-000000 - Miscellaneous Ex-	0.00	50.00	(50.00)
			penses			
0.00	0.00	0.00	Total Speech Contest Expenses - District	2,768.00	650.00	2,118.00
0.00	0.00	0.00	Total Speech Contest Expenses	2,768.00	2,050.00	718.00

**District 17**  
**Profit & Loss Statement (Actual vs. Budget GL Detail) (in AUD)**

Month Ending 30-06-21			01-07-20 Through 30-06-21		
Actual	Budget	Variance	Actual	Budget	Variance
0.00	0.00	0.00			
0.00	0.00	0.00			
0.00	0.00	0.00			
0.00	50.00	(50.00)			
0.00	0.00	0.00			
0.00	5.00	(5.00)			
2.00	5.00	(3.00)			
0.00	0.00	0.00			
0.00	0.00	0.00			
35.19	0.00	35.19			
0.00	0.00	0.00			
156.73	183.00	(26.27)			
193.92	243.00	(49.08)			
41.95	0.00	41.95			
0.00	0.00	0.00			
41.95	0.00	41.95			
0.00	0.00	0.00			
0.00	0.00	0.00			
0.00	0.00	0.00			
62.17	0.00	62.17			
53.30	0.00	53.30			
115.47	0.00	115.47			
154.69	0.00	154.69			
0.00	0.00	0.00			
154.69	0.00	154.69			
0.00	0.00	0.00			
0.00	0.00	0.00			
0.00	0.00	0.00			
0.00	0.00	0.00			
48.36	0.00	48.36			
0.00	0.00	0.00			
48.36	0.00	48.36			
150.80	0.00	150.80			
0.00	0.00	0.00			
150.80	0.00	150.80			
511.27	0.00	511.27			
0.00	0.00	0.00			
0.00	0.00	0.00			
0.00	0.00	0.00			

<b>Administration Expenses</b>					
7004-000000 - Badges & Pins	86.00	0.00	86.00		
7020-000000 - Printing Expense	495.00	300.00	195.00		
7022-000000 - Audio Visual Expense	230.90	0.00	230.90		
7026-000000 - Website Expense	0.00	600.00	(600.00)		
7034-000000 - Conference Calls & Webinars Expense	92.36	0.00	92.36		
7044-000000 - Postage & Shipping Expense	53.50	60.00	(6.50)		
7070-000000 - Bank Charges & Credit Card Fee Expense	7.60	60.00	(52.40)		
7080-000000 - Gifts & Thank You	69.45	0.00	69.45		
7084-000000 - Sympathy Expense	59.95	0.00	59.95		
7086-000000 - Miscellaneous Expenses	724.93	0.00	724.93		
7088-000000 - Storage Expenses	1,169.00	900.00	269.00		
7092-000000 - TI Allocation	1,897.60	2,196.00	(298.40)		
<b>Total Administration Expenses</b>	<b>4,888.29</b>	<b>4,118.00</b>	<b>770.29</b>		
<b>Food and Meals Expense</b>					
<b>Area Director</b>					
7016-000000 - Meal Event Expense	41.95	300.00	(258.05)		
7078-000000 - Food Expense	137.81	0.00	137.81		
<b>Total Area Director</b>	<b>179.76</b>	<b>300.00</b>	<b>(120.24)</b>		
<b>CGD</b>					
7016-000000 - Meal Event Expense	101.30	300.00	(198.70)		
7078-000000 - Food Expense	331.13	0.00	331.13		
<b>Total CGD</b>	<b>432.43</b>	<b>300.00</b>	<b>132.43</b>		
<b>District Director</b>					
7016-000000 - Meal Event Expense	184.57	400.00	(215.43)		
7078-000000 - Food Expense	286.80	0.00	286.80		
<b>Total District Director</b>	<b>471.37</b>	<b>400.00</b>	<b>71.37</b>		
<b>Division Director</b>					
7016-000000 - Meal Event Expense	920.99	1,800.00	(879.01)		
7078-000000 - Food Expense	71.63	0.00	71.63		
<b>Total Division Director</b>	<b>992.62</b>	<b>1,800.00</b>	<b>(807.38)</b>		
<b>Finance Manager</b>					
7016-000000 - Meal Event Expense	0.00	100.00	(100.00)		
7078-000000 - Food Expense	40.00	0.00	40.00		
<b>Total Finance Manager</b>	<b>40.00</b>	<b>100.00</b>	<b>(60.00)</b>		
<b>IPDD</b>					
7078-000000 - Food Expense	87.99	0.00	87.99		
<b>Total IPDD</b>	<b>87.99</b>	<b>0.00</b>	<b>87.99</b>		
<b>Other Member</b>					
7016-000000 - Meal Event Expense	48.36	0.00	48.36		
7078-000000 - Food Expense	40.49	0.00	40.49		
<b>Total Other Member</b>	<b>88.85</b>	<b>0.00</b>	<b>88.85</b>		
<b>PQD</b>					
7016-000000 - Meal Event Expense	233.60	300.00	(66.40)		
7078-000000 - Food Expense	175.78	0.00	175.78		
<b>Total PQD</b>	<b>409.38</b>	<b>300.00</b>	<b>109.38</b>		
<b>Total Food and Meals Expense</b>	<b>2,702.40</b>	<b>3,200.00</b>	<b>(497.60)</b>		
<b>Travel Expense</b>					
<b>District Director</b>					
7056-000000 - Convention Registration Fees Expense	0.00	300.00	(300.00)		
7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	200.00	(200.00)		
7066-000000 - Transportation - Rail Expense	0.00	200.00	(200.00)		

**District 17**  
**Profit & Loss Statement (Actual vs. Budget GL Detail) (in AUD)**

Month Ending 30-06-21			01-07-20 Through 30-06-21			
Actual	Budget	Variance		Actual	Budget	Variance
15.19	0.00	15.19	7068-000000 - Transportation - Other Expense	30.19	0.00	30.19
15.19	0.00	15.19	Total District Director	30.19	700.00	(669.81)
0.00	0.00	0.00	Program Quality Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	950.00	(950.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	7066-000000 - Transportation - Rail Expense	187.30	200.00	(12.70)
0.00	0.00	0.00	Total PQD	187.30	1,350.00	(1,162.70)
0.00	0.00	0.00	Club Growth Director			
0.00	0.00	0.00	7056-000000 - Convention Registration Fees Expense	0.00	950.00	(950.00)
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	59.32	0.00	59.32
0.00	0.00	0.00	7066-000000 - Transportation - Rail Expense	0.00	200.00	(200.00)
0.00	0.00	0.00	Total CGD	59.32	1,150.00	(1,090.68)
85.35	0.00	85.35	Finance Manager			
85.35	0.00	85.35	7062-000000 - Transportation - Mileage Expense	131.22	0.00	131.22
85.35	0.00	85.35	Total FM	131.22	0.00	131.22
0.00	120.00	(120.00)	Public Relations Manager			
0.00	120.00	(120.00)	7062-000000 - Transportation - Mileage Expense	0.00	950.00	(950.00)
0.00	0.00	0.00	Total PR Manager	0.00	950.00	(950.00)
0.00	0.00	0.00	Area Director			
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	0.00	1,600.00	(1,600.00)
0.00	0.00	0.00	7066-000000 - Transportation - Rail Expense	187.30	0.00	187.30
0.00	0.00	0.00	Total Area Director	187.30	1,600.00	(1,412.70)
0.00	0.00	0.00	IPDD			
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	100.00	(100.00)
0.00	0.00	0.00	Total IPDD	0.00	100.00	(100.00)
0.00	0.00	0.00	Keynote Speaker			
0.00	0.00	0.00	7060-000000 - Transportation - Airfare Expense	1,290.73	0.00	1,290.73
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	3,500.00	(3,500.00)
0.00	0.00	0.00	7064-000000 - Transportation - Taxis/Shuttle Expense	0.00	700.00	(700.00)
0.00	0.00	0.00	Total Keynote Speaker	1,290.73	4,200.00	(2,909.27)
0.00	0.00	0.00	Other Member			
0.00	0.00	0.00	7062-000000 - Transportation - Mileage Expense	0.00	300.00	(300.00)
0.00	0.00	0.00	Total Other Member	0.00	300.00	(300.00)
100.54	120.00	(19.46)	Total Travel Expense	1,888.08	10,380.00	(8,491.92)
0.00	0.00	0.00	Lodging Expense			
0.00	0.00	0.00	Admin Manager			
0.00	0.00	0.00	7058-000000 - Lodging Expense	300.00	0.00	300.00
0.00	0.00	0.00	Total Admin Manager	300.00	0.00	300.00
0.00	0.00	0.00	Area Director			
0.00	0.00	0.00	7058-000000 - Lodging Expense	200.00	100.00	100.00
0.00	0.00	0.00	Total Area Director	200.00	100.00	100.00
0.00	0.00	0.00	District CGD			
0.00	0.00	0.00	7058-000000 - Lodging Expense	282.00	2,000.00	(1,718.00)

**District 17**  
**Profit & Loss Statement (Actual vs. Budget GL Detail) (in AUD)**

Month Ending 30-06-21				01-07-20 Through 30-06-21		
Actual	Budget	Variance		Actual	Budget	Variance
0.00	0.00	0.00	Total OGD	282.00	2,000.00	(1,718.00)
			District director			
0.00	0.00	0.00	7058-000000 - Lodging Expense	346.59	2,000.00	(1,653.41)
0.00	0.00	0.00	Total District director	346.59	2,000.00	(1,653.41)
			Division Director			
0.00	0.00	0.00	7058-000000 - Lodging Expense	346.59	0.00	346.59
0.00	0.00	0.00	Total Division Director	346.59	0.00	346.59
			District PGD			
0.00	0.00	0.00	7058-000000 - Lodging Expense	300.00	2,000.00	(1,700.00)
0.00	0.00	0.00	Total District PGD	300.00	2,000.00	(1,700.00)
0.00	0.00	0.00	Total Lodging Expense	1,775.18	6,100.00	(4,324.82)
5,427.05	2,908.00	2,519.05	Total District Expenses	40,570.80	104,037.00	(63,466.20)
<b>(2,228.41)</b>	<b>(1,384.00)</b>	<b>(844.41)</b>	Total Net Income	<b>3,419.88</b>	<b>(700.00)</b>	<b>4,119.88</b>

# REPORTS | APPOINTED OFFICERS

I am delighted to present the following appointed officers in the 2021/2022 team:

<b>Public Relations Manager</b>	Mina Cho	<b>Administration Manager</b>	Darren Law
<b>Finance Manager</b>	Dan Franks	<b>Parliamentarian</b>	Pat King
<b>Corporate Relations Director</b>	Leonor Regan	<b>Chief Judge</b>	
<b>Webmaster</b>	Tom Bielski	<b>Black Swan News Editor</b>	Mina Cho
<b>Community Liaison Manager</b>		<b>Gavel Club Coordinator</b>	Kevin Sansome
<b>DIVISION DIRECTORS</b>			
<b>Central Division</b>	Peggy Leung	<b>Eastern Division</b>	Noor Talpur
<b>Northern Division</b>	Angela Burchardt	<b>Western Division</b>	Barbara Coles
<b>CENTRAL DIVISION AREA DIRECTORS</b>			
<b>C1</b>	Douglas Mok	<b>C2</b>	Cathy Hu
<b>C3</b>	Vacant		
<b>EASTERN DIVISION AREA DIRECTORS</b>			
<b>E11</b>	Carole Bruce	<b>E12</b>	Rashmi Watel
<b>E13</b>	Vacant		
<b>INNER CITY DIVISION AREA DIRECTORS</b>			
<b>I41</b>	Ben Tian	<b>I42</b>	Dipak Saha
<b>I43</b>	Marlese Fairgray		
<b>NORTHERN DIVISION AREA DIRECTORS</b>			
<b>N21</b>	Deborah Kamp	<b>N22</b>	Wendy Farrow
<b>N23</b>	Pascale Amberville-Colby		
<b>SOUTHERN DIVISION AREA DIRECTORS</b>			
<b>S31</b>	Martin Soh	<b>S32</b>	Sukitha Weerasingha
<b>S33</b>	Lyn Hodges		
<b>WESTERN DIVISION AREA DIRECTORS</b>			
<b>W51</b>	Leonisa Manea	<b>W52</b>	Christina Ng
<b>W53</b>	Nataly Fernandez		

# **REPORTS | DISTRICT EXECUTIVE**

# **DISTRICT EXECUTIVE | Immediate Past District Director Report**

As IPDD I have a responsibility to ensure the new Leadership Team understands the District Success Plan and make myself available to assist.

I will support and the guide the new Team as we approach another year full of uncertainties.

Also my focus from the very beginning will be to identify future leaders as part of my role as Chair of the District Leadership Committee.

I will have more to report as the months go by.

*Submitted by Henry Yau (DTM) Immediate Past District Director 2021-2022 11<sup>th</sup> July 2021*



# DISTRICT EXECUTIVE | ADMINISTRATION MANAGER

## Administration Goals Progress

The first months in the role have been spent implementing systems to maintain the standards set by last year's Administration Manager. This includes:

- Created a standard report template for Division and Area Directors to use when submitting reports for the first District Executive Committee Meeting.
- Updating the District Calendar.
- Compiling the District Executive Committee Meeting report.

## Administration Manager Challenges, Issues and Solutions

The biggest challenge for me at the moment is managing my time alongside other Toastmasters roles, work, study and family as the Administration Manager has a huge role at key times during the year.

I am making my communications as clear as possible and it would help me immensely if those who receive my emails with actions, read the emails first for instructions/information before submitting their responses or asking questions.

## Summary

Notwithstanding the above, I am enjoying the role and have been learned a lot about the inner workings at a District level. I'm looking forward to further developing my skills with this role and the year progresses.

*Submitted by  
Darren Law  
Administration Manager 2021/2022  
25<sup>th</sup> July 2021*

# DISTRICT EXECUTIVE | PUBLIC RELATIONS MANAGER

## District Public Relations Goals Progress

- Make the District 'visible' to the local community via digital and traditional media, and newsworthy community outreach projects.
- Establish a framework to make PR efforts 'measurable' for review and continuous development.

## Tasks to achieve the goals

- Establish visible presence of District 17 social media to public audience through Toastmasters Digital Team by Curtin University students (approved by Curtin Extra, Academic Registrar of Curtin University for the duration of July 2021-June2022)
- Encourage participation from members, officers and clubs through Positive Promotion Premiership awards
- Promote successes and good practices through monthly Newsletter, Black Swan
- Provide upskilling opportunities in digital communication and brand compliance via training
- Stay engaged with community news outlet
  - Advertisement in Little Aussie Directory throughout WA
  - Media release training events for members and clubs
  - Encourage Clubs to engage with newsworthy community events for promotion

## District PR Challenges, Issues and Solutions

- Challenges and Issues
  - Lack of established practice in PR activities
  - No activities in District 17 social media for public audience
  - Absence of the formal subcommittee to support PR activities
- Solutions
  - Call out for talented individuals for task-based sub committee
  - Setting up quarterly goals and targets
  - Quarterly review in PR performance based on analytic
  - Continuous improvement as per the outcomes of the reviews

*Mina Cho, DTM*  
*Public Relations Manager 2021-22*

# DISTRICT EXECUTIVE | CLUB GROWTH DIRECTOR

## Introduction

2020/21 was a difficult year for many clubs and their members, which is reflected in the current situational analysis and the number of clubs and the reduction in member payments last year.

## Situational Analysis

District 17 commenced the 2020/2021 year with 91 clubs. During the year, 7 clubs were lost and 2 new clubs (Byford & Melville) were chartered resulting in the District having a total of 86 clubs at the end of the year, though 5 of these clubs were ineligible or low membership. The overall result is that we start the year with a base of 81 paid clubs.

In terms of membership numbers, we started the year with 1317 members and finished the year with 1225 members, a decline of 10%, and while the decline is concerning, compared to Toastmasters globally, this is a reasonable outcome as the average decline was 20%.

The table below shows the member and club numbers at the end of the year for preceding years.

Year	Members	No of Clubs		New Clubs	Closed or Suspended Clubs
		Base	Total		
2017/2018	1607	90	92	3	1
2018/2019	1599	92	92	3	3
2019/2020	1317	92	91	1	2
2020/2021	1225	81	86	2	7

The following table shows the District and Division composition, membership numbers and club strengths as they stood at the end of the 2020/21 year, including newly chartered clubs, Byford (Southern) and Melville (Western).

	Members	Total No of Clubs	Club by strength		
			Ineligible & Low	Under strength	Charter +
Central	154	15	1	12	2
Eastern	198	13	0	10	3
Inner City	152	14	1	9	4
Northern	224	14	1	9	4
Southern	272	15	1	9	5
Western	205	15	1	10	4
<b>Total</b>	<b>1225</b>	<b>86</b>	<b>5 (6%)</b>	<b>59 (68%)</b>	<b>22 (26%)</b>

## **District Goals**

The District has been significantly impacted by COVID over the last two years with these impacts being felt hard by clubs and members, these impacts seem to be stabilizing, so it is important that we establish a strong base this year that will set up for growth in future years. Aiming to stabilize for growth, the goal for the District from the Club Growth Director's perspective, is to achieve the District mission, 'Grow new clubs and support all clubs in achieving excellence.

We will achieve this goal by all working together to take advantage of all the opportunities that present themselves and to overcome challenges that arise.

I look forward to working with the District team and our members to achieve this goal.

*Submitted by Gavin Hyslop DTM*

*Club Growth Director 2021-2022*

*30 July 2021*

# DISTRICT EXECUTIVE | PROGRAM QUALITY DIRECTOR

While we can do all of our training at the moment in-person, we have decided to do a combination of in-person and online, so that members have a range of options which they can choose from.

## Club Officer Training

We have conducted two Club Officer Training session so far. The first was online with 94 attendees and 105 club officer positions trained. The second session was held in-person at Midland Junction Arts Centre, with 35 club officer positions trained. I believe that this session really helped build networking within the members who attended.

There are another 5 sessions scheduled, two in-person session, two online sessions and a session to be run in the South West.

The club officer training on the 22nd August will be using a different format from normal, where we will be running the Club Officer Training subsequently and at the same time there will be two workshops run which members and Club Officers can elect to attend. The TLI club will be assisting with workshops at this day.

Plans have been made to visit Kalgoorlie, at the beginning of November for the second round of COT training.

## Division & Area Director Training

Two training sessions have been run for this year's Division and Area Directors, one in June and one in July. A further online session will be held in August for those who have been unable to attend, or are not yet appointed.

The training covered the main roles of the Division and Area Directors, as well as incorporating team-building and goal setting sessions.

At this point all Division Directors have been trained, and 88% of appointed Area Directors have been trained.

## Workshops

The following workshops have been scheduled and advertised:

Session Name	Location	Date
Getting Started with Pathways - Hands on session	Tech Park	25/07/2021
Analysing Daily Reports in Excel	Online	2/08/2021
Pathways - What's in a Path (PM, EH, VC)	Online	31/08/2021
Pathways - What's in a Path (LD, MS, EC)	Online	9/09/2021
Successful Contests	Bentley	12/09/2021
Pathways - What's in a Path (IP, PI, DL)	Online	13/09/2021
Mastering Pathways	Bentley	19/09/2021
Pathways - What's in a Path (SR, TC, Mentor Program)	Online	23/09/2021
Leadership Growth Training Workshop (SMAC)	Bentley	31/10/2021
Successful Contests	Bentley	26/02/2022

In addition workshops are being planned to covered the topics of Membership Building and Promotions.

Date: 25 July 2021  
Julie Dall, DTM  
Program Quality  
Director, District 17

# DISTRICT EXECUTIVE | DISTRICT DIRECTOR

## District Officers

At the District Council Meeting we elected the District Trio and 2 Division Directors. The elected Club Growth Director resigned from the position in June.

Since then we have recruited the following positions:

- Club Growth Director
- 4 Division Directors
- Admin Manager
- Finance Manager
- 16 of the 18 Area Directors
- Public Relations Manager
- Parliamentarian
- Logistics Manager
- Corporate Liaison Manager
- Website Manager
- Leadership Committee Manager
- Club Coach Coordinator

The District Executive have been very active and have attended to the following:

- Training of Division and Area Directors
- First round of Club Officer Trainings are well underway
- Preparation of the 2021-22 Budget
- Preparation of the 2021-22 District Success Plan
- Preparation of the 2021-22 Marketing Plan

With the new club realignment, we will see each Area have 4 or 5 clubs. This will help Area Directors to have a lot more members represent each area. This will strengthen the pool of resources to assist the Area Directors in their role, to identify future leaders and get more support for Area Contests and to support the clubs that are rebuilding.

The initiatives and the ideas that have been coming from all the newly elected officers has been amazing and will certainly lead to a great year ahead.

## Speech Contests

Toastmasters International has provided The District with the choice of face-to-face contests or online contests. As we are not experiencing any Covid restrictions we will be resuming to Face-to-Face contests for Area, Division & District Contests.

- Each club will nominate one contestant to compete in the Area Final
- The first place and the second-place getters of the Area Finals will move onto the Division Final
- The winners of the Division Finals will move onto the District Final
- The District will have 4 contests: Humorous Speech Contest, Table Topics Contest, Speech Evaluation Contest and the International Speech Contest.

## **New Clubs**

We congratulate to Club Sponsors, Club Mentors and other volunteers who have helped charter 2 New Clubs in June 2021:

- Melville Toastmasters Club
- Byford Toastmasters Club

## **Support for Clubs**

We have seen several clubs close in the last few months. The reason for the closure has been predominantly due to covid restrictions.

We have several clubs in crucially low membership and in position. We will be focusing our initial attention to support these clubs to help rebuild their membership base.

We will also be supporting clubs to get back to charter strength

As we have seen a decline in the overall membership base for District 17 for the last 4 years, and in particularly last year. We are now starting to observe that most clubs are now meeting face-to-face or in a hybrid meeting setting. We are encouraged from the feedback so far as many clubs are experiencing an increased number of guests coming to meetings.

We will be implementing a number of initiatives throughout the year to promote Toastmasters across the District.

## **New Initiatives**

In 2021-22 we will be expanding the number of online and face-to-face Training and Workshops across the district. With the aim to provide as much support to Clubs and the Club Officers to build on their skills.

With the increase face-to-face events it will provide members the ability to connect and share their knowledge. With this collaboration it will enable members and clubs build on their culture and leadership development opportunities.

**Date: 30 July 2021**  
**Tim Blackburn DTM**  
**District Director**



# **REPORTS | DIVISION DIRECTORS**

## DIVISION | CENTRAL

<b>Division:</b>	Central	<b>Date:</b>	24/07/2021
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**Areas:**

<ul style="list-style-type: none"><li>• C1</li></ul>	<ul style="list-style-type: none"><li>• C3</li></ul>
<ul style="list-style-type: none"><li>• C2</li></ul>	

<b>Contact with Area Directors</b>	First meeting held on 05/07/2021 to clarify Role and Responsibility
<b>Contests</b>	20/11/2021
<b>Goals for the next 3 months</b>	<ul style="list-style-type: none"><li>• Recruit Area Director for C3</li><li>• Clarify the role and responsibility and set an expectation with the Area Director</li><li>• Support Area Director settling in their role</li><li>• Review timetable for the year for all events</li></ul>
<b>Goals for the year</b>	<ul style="list-style-type: none"><li>• Support all clubs in achieving excellence</li><li>• Review the status of each club and identify the area of improvement</li><li>• Empower Area Directors to build a relationship with each club and work closely with the Presidents on the goal for the year</li></ul>
<b>Other Information/Comments</b>	

<b>Submitted by</b>	Peggy Leung
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## DIVISION | EASTERN

<b>Division:</b>	Eastern Division	<b>Date:</b>	25 July 2021
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**Areas:**

<ul style="list-style-type: none"> <li>• E -11</li> </ul>	<ul style="list-style-type: none"> <li>• E- 12</li> </ul>
<ul style="list-style-type: none"> <li>• E-13</li> </ul>	

<b>Contact with Area Directors</b>	Carol Bruce Area Director E-11 and Rashmi Watel Area Director E-12 has already been contacted and they are working on planning club visits and follow up with clubs for Club success plans and contests.
<b>Contests</b>	Division contest was initially planned on 7 November 2021. As suggested by Program Quality Director, due to Toastmasters visit to Kalgoorlie on 7 & 8 November 2021 we are now planning for 14 November 2021.
<b>Goals for the next 3 months</b>	<ul style="list-style-type: none"> <li>• Recruitment of Area Director E-13 by visiting club in the area and under guidance of District Director</li> <li>• Club's visit (where invited in consultation with Area Directors). Already attending open house meeting on Monday 26 July 2021 at Victoria Parks Toastmasters. Also visiting Swan Toastmasters club on 28<sup>th</sup> July 2021 (on invitation).</li> <li>• Encourage Area Directors &amp; Clubs to work on club success plan and promotion activities for clubs to attract and retain members.</li> <li>• Division council meeting with Area Directors and set ground rules.</li> <li>• Assist Area Directors with club contest and Area contests.</li> </ul>
<b>Goals for the year</b>	<ul style="list-style-type: none"> <li>• Membership building and retention in Eastern division</li> <li>• Membership renewal and opportunities for growth in the club. Potential for new club formation in Kalgoorlie.</li> <li>• Successful conduct of Division contests</li> <li>• Participation in District council meeting and contribute in the areas of improvement within District 17.</li> </ul>
<b>Other Information/Comments</b>	

<b>Submitted by</b>	Noor Talpur Eastern Division Director
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## DIVISION | INNER CITY

<b>Division:</b>	Inner City	<b>Date:</b>	11 <sup>th</sup> July 2021
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**Areas:**

<ul style="list-style-type: none"> <li>● I41 – Ben Tian</li> </ul>	<ul style="list-style-type: none"> <li>● I42 – Dipak Saha</li> </ul>
<ul style="list-style-type: none"> <li>● I43 – Marlese Fairgray</li> </ul>	

<b>Contact with Area Directors</b>	<p>Following discussion with ADs in the last DOT, the communication protocol preferences are as follows:</p> <ul style="list-style-type: none"> <li>● Contact ADs timely via emails for district cascade messages, to-do lists and follow-up actions.</li> <li>● Setup ad-hoc zoom meetings for team collaboration on event planning and problem solving.</li> <li>● Have quarterly Division Council Meetings to conduct DCP review and planning as a team together.</li> </ul>
<b>Contests</b>	<p>Inner City Division Humorous Speech and Table Topics Contest</p> <ul style="list-style-type: none"> <li>● Format: In-Person only (no online option)</li> <li>● Date: Wednesday, 10<sup>th</sup> Nov 2021</li> <li>● Start Time: 6 pm</li> <li>● Venue: Atrium.</li> </ul> <p>Start to work on organise the judges and helpers.</p>
<b>Goals for the next 3 months</b>	<p>Jul: Organise and promote the corporate COT to be held at 29th July in collaboration with Central Division.</p> <p>Jul-Sept: Resume the effort to establish a new club in Inner City Division by discussing with stakeholders on F2F demo meetings.</p> <p>Jul-Sept: Establish relationship/rapport with three ADs, seek collaboration with peer DDs and proactively ask for support from District Management team.</p>
<b>Goals for the year</b>	<p>The goal for the year is to achieve the Distinguished (Club Base*0.4) as potentially 1-2 current clubs are in the process to be dissolved across the new toastmasters year.</p>
<b>Other Information/Comments</b>	

<b>Submitted by</b>	Jeff Zhang
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## DIVISION | NORTHERN

<b>Division:</b>	Northern	<b>Date:</b>	13 July 2021
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**Areas:**

<ul style="list-style-type: none"><li>• N21</li></ul>	<ul style="list-style-type: none"><li>• N22</li></ul>
<ul style="list-style-type: none"><li>• N23</li></ul>	

<b>Contact with Area Directors</b>	Meeting every 2 months providing support as required. First meeting on Zoom 10 Jul went well.
<b>Contests</b>	Division Finals: 23 October 2021. Help from Ads and their clubs. Plan to book Bob Daniels Community Centre.
<b>Goals for the next 3 months</b>	Attend Area & Club contests where possible. Assist AD's as required.
<b>Goals for the year</b>	Build Distinguished Clubs, increase memberships, encourage Pathways growth.
<b>Other Information/Comments</b>	Still need an Area Director for N23 and would appreciate and names being sent my way.

<b>Submitted by</b>	Angela Burchardt
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## DIVISION | SOUTHERN

<b>Division:</b>	Southern	<b>Date:</b>	18 <sup>th</sup> July 2021
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**Areas:**

<ul style="list-style-type: none"> <li>• S31 – Martin Soh</li> </ul>	<ul style="list-style-type: none"> <li>• S32 – Suki Weerasingha</li> </ul>
<ul style="list-style-type: none"> <li>• S33 – Lyn Hodges</li> </ul>	

<b>Contact with Area Directors</b>	Southern Division Council Meetings are planned on the 1 <sup>st</sup> Thursday of each month. The agenda for each meeting is to discuss Division & Area goals, any issues in the Division and possibilities for future growth.
<b>Contests</b>	Scheduled date for the Southern Division contest is 13 <sup>th</sup> November. Further details TBA.
<b>Goals for the next 3 months</b>	<p>My goals for the next 3 months are:</p> <ul style="list-style-type: none"> <li>• To provide support to my Area Directors in their new role; and</li> <li>• To start working towards my primary goal as Division Director (see below) by brainstorming workshops that would be useful for clubs within the District.</li> </ul>
<b>Goals for the year</b>	<p>My primary goal as a Division Director is to ensure that clubs in the Division have access to the resources/materials they need to regrow after the membership loss of COVID-19.</p> <p>To achieve this, I would like to support the District holding workshop(s) that cover Public Relations (attracting guests) and Membership Growth (converting guests to members).</p>
<b>Other Information/Comments</b>	None at this time.

<b>Submitted by</b>	Michael Piotrowski
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## DIVISION | WESTERN

<b>Division:</b>	Western	<b>Date:</b>	25 July 2021
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**Areas:**

<ul style="list-style-type: none"> <li>• W51</li> </ul>	<ul style="list-style-type: none"> <li>• W53</li> </ul>
<ul style="list-style-type: none"> <li>• W52</li> </ul>	

<b>Contact with Area Directors</b>	<p>Aim to have bi-monthly Division Council meetings in 1<sup>st</sup> 6 months; then maybe quarterly. Problem solve any issues; monitoring membership and clubs' goals. Currently in regular email contact with updates, etc.</p> <p>Division Council meeting via zoom – September 2021</p>
<b>Contests</b>	<p>W53 Area Contest: Saturday 25 September 2021 – further details TBA</p> <p>Division Contest 30 October 2021 – further details TBA</p>
<b>Goals for the next 3 months</b>	<p>Encourage Area Directors to visit clubs with under 12 members</p> <p>Encourage Area Directors to meet informally with their club officers to discuss progress with DCP, issues, etc. and ensure clubs carry out their goals in accordance with their success plans.</p> <p>Area Directors to ensure majority of members enrolled in Pathways, and/or sign up to upcoming Pathways workshops to assist in choosing a Path.</p> <p>Each club to have 2 new members</p>
<b>Goals for the year</b>	<p>All clubs in the Division to achieve Select Distinguished recognition</p> <p>Division to achieve minimum Distinguished recognition</p>
<b>Other Information/Comments</b>	

<b>Submitted by</b>	Barbara Coles, DTM
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# **REPORTS | AREA DIRECTORS**



## AREA | C1

<b>Area:</b>	C1	<b>Division:</b>	Central Division
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Curtin GSB Club</li> </ul>		<ul style="list-style-type: none"> <li>• Central Communicators toastmasters club</li> </ul>	
<ul style="list-style-type: none"> <li>• CPA Toastmasters</li> </ul>		<ul style="list-style-type: none"> <li>• Water Corporation Toastmasters Clubs</li> </ul>	
<ul style="list-style-type: none"> <li>• Plain Speakers</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Curtin GSB Club	July 27 7am	
CPA Toastmasters	July 28 7am	
Plain Speakers	July 28 12 noon	
Central Communicators	July 28 630pm	
Water Corporation Toastmasters Club	July 27 1230pm	

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	End of Oct, TBC
<b>International Speech and Evaluation Contest</b>	End of Oct, TBC

<b>Goals for the next 3 months</b>	<ol style="list-style-type: none"> <li>1. Completion of Club visit and report</li> <li>2. Push clubs to conduct their club contest (To be done by August)</li> <li>3. Seek for venue for area contest → to be held in October latest</li> <li>4. Completion of 1<sup>st</sup> area council meetings</li> <li>5. Completion of 1<sup>st</sup> Area Director Training</li> </ol>
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<b>Goals for the year</b>	<ol style="list-style-type: none"> <li>1. Completion of both club visit and report</li> <li>2. Completion of 2 area contests</li> <li>3. Completion of 2 area councils meetings</li> <li>4. Completion of at least 1 area director training</li> <li>5. Aiming for distinguished for all clubs</li> </ol>
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<b>Submitted by:</b>	Douglas Mok	<b>Date:</b>	25/07/2021
<b>Division Director:</b>	Peggy Leung		

## AREA | C2

<b>Area:</b>	C2	<b>Division:</b>	Central Division
<b>Clubs</b> (Name & Number):			
• Aspire Toastmasters		• Perth Justtalk	
• Professionals		• St George's Toastmasters Club	
• Plain Speakers			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Aspire Toastmasters	July 17	
Perth Justtalk	July 14	
Professionals	July 14	
St George's Toastmasters Club	July 7	

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	End of Oct, TBC
<b>International Speech and Evaluation Contest</b>	End of Oct, TBC

<b>Goals for the next 3 months</b>	<ol style="list-style-type: none"><li>1. First round of club visits completed</li><li>2. Area Contest planned and ready to go in Oct</li><li>3. First Area Council Meeting completed</li></ol>
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<b>Goals for the year</b>	<ol style="list-style-type: none"><li>1. Both Area Contest Completed</li><li>2. Both rounds of club visits and reports completed</li><li>3. Both Area Council meetings completed</li></ol>
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<b>Submitted by:</b>	Cathy Hu	<b>Date:</b>	5/7/2021
<b>Division Director:</b>	Peggy Leung		



## AREA | E11

<b>Area:</b>	E11	<b>Division:</b>	Eastern
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Como Communicators</li> </ul>		<ul style="list-style-type: none"> <li>• Touch of Gold</li> </ul>	
<ul style="list-style-type: none"> <li>• DTM Pathways</li> </ul>		<ul style="list-style-type: none"> <li>• Victoria Park</li> </ul>	
<ul style="list-style-type: none"> <li>• Sunday Sundowners</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Como Communicators	31/7/2021	In person meeting
DTM Pathways	26/8/2021	In person meeting
Sunday Sundowners	8/8/2021	Hybrid meeting – attend in person
Touch of Gold	29/9/2021	Online Zoom meeting (next month with 5 <sup>th</sup> Wednesday)
Victoria Park	9/8/2021	In person meeting

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Planned date and host club TBA
<b>International Speech and Evaluation Contest</b>	Planned date and host club TBA

<b>Goals for the next 3 months</b> <b>July – Sept 2021</b>	Plan & visit all E11 clubs ; Discussions with club Presidents to <ul style="list-style-type: none"> <li>• review and complete success plan and moments of truth</li> <li>• establish E11 Area Council</li> <li>• request clubs use their best endeavours to have all club officers attend COT</li> <li>• provide assistance for the area contest by volunteering to host, provide judges &amp; other assistants, provide venue</li> </ul>
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<b>Goals for the year</b> <b>July 2021 – June 2022</b>	<ul style="list-style-type: none"> <li>• Assist clubs with their membership building / member retention</li> <li>• Assist with club promotion opportunities including Open House events &amp; other initiatives</li> <li>• Assist any clubs considering sponsoring a new club this TM year – Touch of Gold are a potential sponsor of a new club</li> <li>• Develop great rapport amongst clubs via the E11 Area Council</li> </ul>
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<b>Submitted by:</b>	Carole Bruce	<b>Date:</b>	25/7/2021
<b>Division Director:</b>	Noor Talpur		

## AREA | E12

<b>Area:</b>	E12	<b>Division:</b>	Eastern
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Belmont Toastmasters</li> </ul>		<ul style="list-style-type: none"> <li>• Cannington Toastmasters</li> </ul>	
<ul style="list-style-type: none"> <li>• Kenwick Toastmasters</li> </ul>		<ul style="list-style-type: none"> <li>• Curtin Toastmasters</li> </ul>	

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Belmont Toastmasters	27 July 2021	
Curtin Toastmasters	31 August 2021	
Kenwick Toastmasters	26 Sept 2021	
Cannington Toastmasters	10 August 2021	

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Planned date and host club
<b>International Speech and Evaluation Contest</b>	Planned date and host club

<b>Goals for the next 3 months</b>	I want to visit all the clubs in my area and understand where they are at, and where would they like to be in one years' time
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<b>Goals for the year</b>	Help all clubs in my area – aim for President Distinguished and as a minimum achieve Club Distinguished
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<b>Submitted by:</b>	Rashmi Watel	<b>Date:</b>	25/07/2021
<b>Division Director:</b>	Noor Talpur		

**AREA | E13**

## AREA | I41

<b>Area:</b>	I41	<b>Division:</b>	17
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>Energy Club (Club ID: 6579762)</li> </ul>		<ul style="list-style-type: none"> <li>Perth Rainbow Toastmasters (Club ID: 3903611)</li> </ul>	
<ul style="list-style-type: none"> <li>Zoom Master (Club ID: TBA)</li> </ul>		<ul style="list-style-type: none"> <li>Northbridge Club (Club ID: TBA)</li> </ul>	
<ul style="list-style-type: none"> <li>Toasting Human Energy Toastmasters Club (Club ID: 7293526)</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Energy Club	26/7/2021	Face to face meeting in person
Zoom Master	22/7/2021	Online members from Perth, USA, Singapore, Iran and Queensland
Perth Rainbow Toastmasters	TBA	Email requests are sent on 12/7/21 and 20/7/21
Northbridge Club	TBA	Email requests are sent on 12/7/21 and 20/7/21

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	5-Oct-21
<b>International Speech and Evaluation Contest</b>	8-Feb-22

<b>Goals for the next 3 months</b>	<p>Know the club presidents more, target to visit one club a month.</p> <p>Hope to be included in club activities.</p>
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<b>Goals for the year</b>	<p>Have 1-2 valuable advice to be accepted by every clubs.</p>
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<b>Submitted by:</b>	Ben Tian	<b>Date:</b>	20-July-2021
<b>Division Director:</b>	Jeff Zhang		

## AREA | I42

<b>Area:</b>	I42	<b>Division:</b>	Inner City
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>235 Toastmasters (02953910)</li> </ul>		<ul style="list-style-type: none"> <li>Stanley College Toastmasters Club (05902679)</li> </ul>	
<ul style="list-style-type: none"> <li>bToasty Perth Toastmaster Club (06104577)</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>	
<ul style="list-style-type: none"> <li>Curtin GSB Sundowner Toastmasters Club (03152187)</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
b Toasty Perth Toastmaster Club	22/07/2021	Online
Curtin GSB Sundowner Club	15/08/2021	F2F or Online

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Planned date and host club TBC with the after the meeting
<b>International Speech and Evaluation Contest</b>	Planned date and host club TBC

<b>Goals for the next 3 months</b>	Complete the first around Area Director Report
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<b>Goals for the year</b>	Distinguish for Area
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<b>Submitted by:</b>	Dipak Saha	<b>Date:</b>	22/07/2021
<b>Division Director:</b>	Jeff Zhang		



## AREA | I43

<b>Area:</b>	I43	<b>Division:</b>	Inner City
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>City of Perth Toastmasters Club (00006428)</li> </ul>		<ul style="list-style-type: none"> <li>ToastiES (02791791)</li> </ul>	
<ul style="list-style-type: none"> <li>Persuasive Speakers (05648618)</li> </ul>		<ul style="list-style-type: none"> <li>Young Guns (00995774)</li> </ul>	
<ul style="list-style-type: none"> <li>Subiaco Early Birds Club (00009703)</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
City of Perth TM Club	06 September 2021	N/A
Persuasive Speakers	18 August 2021	N/A
Subiaco Early Birds Club	19 September 2021	N/A
ToastiES	10/17 August 2021	No club officers registered for COT as of 10 <sup>th</sup> July 2021
Young Guns	07 September 2021	N/A

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Planned date and host club TBC on completion of club visits as unsure of venues available.
<b>International Speech and Evaluation Contest</b>	Planned date and host club TBC

<b>Goals for the next 3 months</b>	<p>Complete first round of club visits and submit reports to Toastmasters International.</p> <p>Complete area Humorous and Table Topics contest.</p>
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<b>Goals for the year</b>	Achieve Select Distinguished Area
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<b>Submitted by:</b>	Marlese Fairgray	<b>Date:</b>	14 July 2021
<b>Division Director:</b>	Jeff Zhang		

## AREA | N21

<b>Area:</b>	21	<b>Division:</b>	17
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Northern Gourmet</li> </ul>		<ul style="list-style-type: none"> <li>• Currambine</li> </ul>	
<ul style="list-style-type: none"> <li>• Northern Lights</li> </ul>			
<ul style="list-style-type: none"> <li>• Butler</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Northern Gourmet	28 <sup>th</sup> of July	
Northern Lights	31 <sup>st</sup> of August	
Butler	20 <sup>th</sup> of September	
Currambine	18 <sup>th</sup> of August	

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	August/September (date TBC), Northern Gourmet
<b>International Speech and Evaluation Contest</b>	March/April (date TBC), Club TBC

<b>Goals for the next 3 months</b>	<p>Meet each club once and support each President and their clubs</p> <p>Organise area contest with assistance from other club members</p> <p>Attend as many Area Director meetings as possible</p>
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<b>Goals for the year</b>	<p>Support Clubs with meeting their goals (Understand clubs and meet goals)</p> <p>Promote mentoring within the clubs (increasing number of mentors)</p> <p>Increase engagement within and within the clubs (Increase membership and progression through Pathways)</p>
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<b>Submitted by:</b>	Deborah Kamp	<b>Date:</b>	25 <sup>th</sup> July 2021
<b>Division Director:</b>	Angela Burchardt		

## AREA | N22

<b>Area:</b>	N22	<b>Division:</b>	Northern
<b>Clubs (Name &amp; Number):</b>			
<ul style="list-style-type: none"> <li>● Osborne Park Toastmasters 01569226</li> </ul>		<ul style="list-style-type: none"> <li>● Sandgroper Toastmasters Club 00003432</li> </ul>	
<ul style="list-style-type: none"> <li>● West End Toastmasters 00005607</li> </ul>		<ul style="list-style-type: none"> <li>● Stirling Club 00004416</li> </ul>	
<ul style="list-style-type: none"> <li>● Mount Hawthorn 01505004</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Osborne Park Toastmasters	TBA	Initial introductory email sent out 19/07/21. Acknowledged by President Juliana. My Initial visit is planned for Friday 13 August – to be confirmed with club.
West End Toastmasters	TBA	Initial introductory email sent 19/07/21 and acknowledged by VPM Parvez 20/07/21 and President Patricia. Plan to visit club Wed 28 July (lunch time meeting).
Mount Hawthorn	TBA	Initial introductory email sent 19/07/21 and acknowledged by President Ashleigh Drury on 20/07/21. Plan to visit club Wed 4 <sup>th</sup> August.
Sandgroper Toastmasters	TBA	Initial introductory email sent 19/07/21 and acknowledged by President Kevin Forward on 20/07/21. Visiting club Mon 26 <sup>th</sup> July.
Stirling Club	TBA	My Home club. Initial introductory email sent 19/07/21 and acknowledged by President Caddy Jackson on 20/07/21.

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Planned date and host club not confirmed. Need to find a venue at one of the clubs (Mt Hawthorn, Sandgroper or Stirling). Whichever club can provide an adequate venue.
<b>International Speech and Evaluation Contest</b>	Planned date and host club not confirmed. Need to find a venue at one of the clubs (Mt Hawthorn, Sandgroper or Stirling). Whichever club can provide an adequate venue.

<b>Goals for the next 3 months</b>	<p>July</p> <p>Contact all clubs to introduce myself as AD and to establish the Contact name for the President &amp; VP Education.</p> <p>Remind all clubs to hold club contests during August and early September (latest 1<sup>st</sup> week).</p> <p>Commence with initial club visits - to introduce myself and to meet Presidents and members to establish a connection with the club.</p> <p>Submit DECM#1 report.</p> <p>August</p> <p>Assist Division Director with hosting COT on 8<sup>th</sup> August (Zoom).</p>
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	<p>Continue with initial Club visits - to introduce myself and to meet Presidents and members to establish a connection with the club.  Submit AD reports on time and attend meetings.  Planning for Area Contest in September– set date and find venue</p> <p>Sept  Oversee/Conduct Area speech contest  Remind clubs of renewals for 30 September.</p>
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<p><b>Goals for the year</b></p>	<p>Two club visits to each of the clubs in the Area.</p> <p>Complete Club visit reports and submit online and on time (Nov &amp; May)  Request for volunteers to fill roles for Area/Division contests (Aug &amp; Feb)  Conduct the Area Speech contests (Sept &amp; Mar)  Encourage clubs to run club contests.  Find out if any clubs need assistance.  Assist Division Director as requested.  Attend meetings and submit reports.  Achieve Distinguished Area performance.</p>
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<p><b>Submitted by:</b></p>	<p>Wendy Farrow – Area Director</p>	<p><b>Date:</b></p>	<p>25<sup>th</sup> July 2021</p>
<p><b>Division Director:</b></p>	<p>Angela Burchardt</p>		

## AREA | N23

There was no report submitted for this role.

## AREA | S31

<b>Area:</b>	S31	<b>Division:</b>	Southern
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>Piara Waters 7519719</li> </ul>		<ul style="list-style-type: none"> <li>Armadale</li> </ul>	
<ul style="list-style-type: none"> <li>Southern River 1363463</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>	
<ul style="list-style-type: none"> <li>cil</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Piara Waters	Jul 14	
Southern River	Aug 4	
cil		Sometime in August
Armadale		No response from club yet

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Tba
<b>International Speech and Evaluation Contest</b>	tba

<b>Goals for the next 3 months</b>	<p>Visit clubs and fill out club visit reports</p> <p>Conduct area contests for humorous speech and table topics</p>
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<b>Goals for the year</b>	tba
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<b>Submitted by:</b>	Martin Aoh	<b>Date:</b>	Jul 22 2021
<b>Division Director:</b>	Michael Piotrowski		

## AREA | S32

<b>Area:</b>	S32	<b>Division:</b>	Southern
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Applecross</li> </ul>	<ul style="list-style-type: none"> <li>• Canningvale</li> </ul>		
<ul style="list-style-type: none"> <li>• Kenwick</li> </ul>	<ul style="list-style-type: none"> <li>• Murdoch</li> </ul>		
<ul style="list-style-type: none"> <li>• Willetton</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Canningvale	TBA	
Applecross	TBA	
Kenwick	TBA	
Willetton	TBA	
Murdoch	TBA	

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	Tba
<b>International Speech and Evaluation Contest</b>	Tba

<b>Goals for the next 3 months</b>	<ol style="list-style-type: none"> <li>1. Conduct the area contest</li> <li>2. Attend all clubs &amp; get to know the members</li> <li>3. Integrate Area and Division / Healthy comms between Area and Division</li> </ol>
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<b>Goals for the year</b>	<ol style="list-style-type: none"> <li>1. Integrates &amp; meeting between clubs in the area</li> <li>2. Select Distinguished Area</li> <li>3. Look for potential Area Director</li> </ol>
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<b>Submitted by:</b>	Sukitha Weerasingha	<b>Date:</b>	25/07/2021
<b>Division Director:</b>	Michael Piotrowski		

## AREA | S33

<b>Area:</b>	S33	<b>Division:</b>	Southern
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Jetty</li> </ul>		<ul style="list-style-type: none"> <li>• Donnybrook Gourmet</li> </ul>	
<ul style="list-style-type: none"> <li>• Manja</li> </ul>		<ul style="list-style-type: none"> <li>• Bunbury</li> </ul>	
<ul style="list-style-type: none"> <li>• Byford</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Jetty's	19/07/21	
Donnybrook	30/07/21	Via Zoom
Bunbury	10/08/21	
Manja	TBA	
Byford	TBA	

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	TBC early to middle October
<b>International Speech and Evaluation Contest</b>	To be arranged

<b>Goals for the next 3 months</b>	<p>Work on membership</p> <p>Introduce Pathways</p>
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<b>Goals for the year</b>	Every club to be at least distinguished
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<b>Submitted by:</b>	Lyn Hodges	<b>Date:</b>	20/07/21
<b>Division Director:</b>	Michael Piotrowski		



## AREA | W51

<b>Area:</b>	W51	<b>Division:</b>	Western
<b>Clubs (Name &amp; Number):</b>			
<ul style="list-style-type: none"> <li>UWA College Row 05755035</li> </ul>		<ul style="list-style-type: none"> <li>Dynamic Speakers 03627774</li> </ul>	
<ul style="list-style-type: none"> <li>UWA 01155864</li> </ul>		<ul style="list-style-type: none"> <li>Gourmet Guns n Roses 02383596</li> </ul>	
<ul style="list-style-type: none"> <li>TLI Training Group 01204793</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
UWA Toastmasters	9th July 2021	<ul style="list-style-type: none"> <li>The club president conducted a club survey two weeks ago. The committee met &amp; discussed the outcome.</li> <li>CSP as per club central portal - the actual number of members is sixteen.</li> <li>Encourage members to work with pathways - to date one level two was completed on Engaging Humour &amp; two project speech was delivered.</li> <li>Looking to hold more club events to help with marketing VPPR - TBC</li> <li>Marketing activities - the key improvement suggestions were about visibility on campus such as using in-person events, improving the new member resources, and making pathways easier as most members seem to have time management issues.</li> <li>Club roster (quarterly) is available online &amp; trained members to update as required allowing them to forward plans scheduling their project speeches.</li> <li>To collaborate with UWA College Row - visited on Tuesday at UniHall 7-8.30 pm to assist with hosting the speech contests, link with the UniHall residential coordinator &amp; introduce each other.</li> <li>VPE, Treasurer &amp; VPPR completed their COT.</li> <li>President is scheduled to attend COT on 29th July</li> <li>Mentoring program is currently in place - mentors, David Nicholson, Scott Nicholls, Ben Woon, Annika Dose &amp; Scott Renner-Hahn</li> </ul>
UWA College Row	20th July 2021	<ul style="list-style-type: none"> <li>For the club goal, to do best in achieving the president distinguished award.</li> <li>CSP as per club central portal - the club currently has eleven members.</li> <li>To collaborate with UWA</li> <li>They have a good planning process enforces members to ensure speech is prepared &amp; deliver</li> <li>I like the idea of including the evaluation form from the agenda</li> <li>Spontaneous speech, the ability to present within a short time</li> <li>Fun meeting – the first time the Harkmaster session introduces &amp; everyone must participate &amp; provide a response testing the listening skills</li> </ul>

		<ul style="list-style-type: none"> <li>• At the end of the meeting, they provided the best speaker for the day what stands out during the speech delivery</li> <li>• Pathways – Ethan presented his project speech &amp; currently working on Presentation Mastery Level 4; while Jeremy &amp; Heidi is also working on PM Level 3</li> <li>• Hosting speech contests discussed – the club to provide the room, book the time &amp; host the meeting (TBA)</li> <li>• Challenges – (a) the contact details of the committee not included on the agenda; (b) toastmaster visibility is not clear i.e., no toastmaster banner or any advertising guide that a toastmasters meeting is being held; (c) equipment for attaching the laptop to the projector is not readily available; (d) not a clear process for following up guests (e) the club needs help &amp; be allowed to increase member</li> <li>• My goal for the club is to connect &amp; help them to collaborate with UWA work with Pieter &amp; Scott; to assist with membership building; enabling the new member to have an option for time &amp; day they could attend toastmasters i.e., Friday lunch or Tuesday after business hours, as well as attracting members or students who wanted to be there, by identifying their personal goal that would leave an impact on individuals' life. Help with marketing to increase club funding &amp; to work with club VPE</li> <li>• Scheduled to attend COT: VPE: Betty (Wenxuan) Zhang VPM: Heidi (Jiwwen) Su VPPR: Jeremy Koh</li> <li>• Overall great session, fun, interactive, introduce guest, great transition statement</li> </ul>
TLI Training Group	N/A	<ul style="list-style-type: none"> <li>• Committee yet to meet in August/September - in the process of MIS &amp; CQC handed out to club members &amp; responses is available not until the end of the month.</li> <li>• CSP as per club central portal - the club currently has twelve members.</li> <li>• Scheduled to attend COT: President &amp; Secretary</li> </ul>
Gourmet Guns n Roses	N/A	<ul style="list-style-type: none"> <li>• CSP as per club central portal.</li> <li>• To follow up pathways progress with long term members - encouraging to revisit progress &amp; update TLI webpage as required</li> <li>• To encourage members to complete two pathways' levels.</li> <li>• The current challenge required new members a result that may impact to host &amp; compete in the area final</li> <li>• Is supportive of providing two helpers for area contests.</li> <li>• To date, members are below eight.</li> <li>• Club president resigned, unable to hold an election to vote for another president</li> <li>• Gavin registered for every COT session.</li> <li>• Also, there has been one COT session in June some of the club officers already attended and will not registered for the future session</li> </ul>
Dynamic Speakers	N/A	<ul style="list-style-type: none"> <li>• I am yet to hear from the club president – I followed up via TWHQs number webpage. I will follow up with club VPE &amp; see if could meet for a chat over.</li> </ul>

		<ul style="list-style-type: none"> <li>• CSP as per club central portal.</li> <li>• To date, members are below nine</li> </ul>
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**Planned Area Contest Dates**

<b>Humorous Speech and Table Topics Contest</b>	September/ October (TBA)
<b>International Speech and Evaluation Contest</b>	March/ April (TBA)

<b>Goals for the next 3 months</b>	<p>Add membership x 2</p> <p>Introduce membership building programs as follows:</p> <ol style="list-style-type: none"> <li>Smedley Award - the club added five new, dual, or reinstated members during August and September.</li> <li>Talk Up Toastmasters Award - the club added five new, dual, or reinstated members during February and March.</li> <li>Beat the Clock Award - the club added five new, dual, or reinstated members during May and June.</li> </ol> <p>Pathway's enrolment x 100%</p> <ol style="list-style-type: none"> <li>Encourage experience non-enrolled members, if possible, by providing one on one training</li> <li>Communicate the free online training offered by the district about the pathways program</li> <li>Enquired the reason for non-enrolment</li> </ol> <p>Area contest planning</p> <ol style="list-style-type: none"> <li>EOI – identify who will participate, help to be provided by each club &amp; agree with the date, time &amp; month in line with all the clubs if possible</li> <li>Collaborate – to work together with the committee; introduce president &amp; VPPR &amp; hold meetings to plan the contests</li> </ol>
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<b>Goals for the year</b>	<p>Select Distinguished</p> <p>Objectives - as per club measurement, target &amp; initiatives</p> <ol style="list-style-type: none"> <li>Measurement –(i) retention, (ii) quality of meeting, (iii) responsiveness, (iv) attendance &amp; (v) public engagement</li> <li>Target – club growth of 5 or 20 members to end of the financial year</li> <li>Initiatives – public engagement &amp; programs</li> </ol>
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<b>Submitted by:</b>	Leonisa Manea	<b>Date:</b>	21/7/2021
<b>Division Director:</b>	Barbara Coles		

## AREA | W52

<b>Area:</b>	W52	<b>Division:</b>	Western
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>• Fremantle Gateway Toastmasters #5491</li> </ul>		<ul style="list-style-type: none"> <li>• Talkabout Club #3077</li> </ul>	
<ul style="list-style-type: none"> <li>• Fremantle Gourmet Toastmasters #1068213</li> </ul>		<ul style="list-style-type: none"> <li>• Victoria Quay Club #5769</li> </ul>	
<ul style="list-style-type: none"> <li>• Aspiring Leaders Toastmasters #1077268</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Fremantle Gateway Toastmasters		Plan to visit all clubs throughout Aug/Oct – no set dates confirmed as of yet.
Fremantle Gourmet Toastmasters		
Aspiring Leaders		
Talkabout Club		
Victoria Quay Club		

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	September 22, Talkabout
<b>International Speech and Evaluation Contest</b>	TBC, Aspiring Leaders

<b>Goals for the next 3 months</b>	<p>Get to know clubs within the Area – I'd like to better understand their strengths/challenges and goals for the year ahead.</p> <p>Ensure all club members are enrolled in Pathways</p>
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<b>Goals for the year</b>	<p>Help all clubs within the Area reach their 10 DCP goals / feel like they are a viably running club with a positive outlook on their future.</p> <p>Aim for Select Distinguished Area.</p>
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<b>Submitted by:</b>	Christina Ng	<b>Date:</b>	25/7/21
<b>Division Director:</b>	Barbara Coles		

## AREA | W53

<b>Area:</b>	W53	<b>Division:</b>	Western
<b>Clubs</b> (Name & Number):			
<ul style="list-style-type: none"> <li>Kwinana Toastmasters   03704188</li> </ul>		<ul style="list-style-type: none"> <li>Rockingham Toastmasters   01375364</li> </ul>	
<ul style="list-style-type: none"> <li>Cockburn Toastmasters   00008453</li> </ul>			
<ul style="list-style-type: none"> <li>CGH Toastmasters   07050368</li> </ul>			

### Planned Area Director Visits

Club Name	Planned Visit Date	Notes/Issues
Kwinana	13/07/2021	Informal visit - Conducted
Cockburn	21/07/2021	Informal visit - Conducted
CGH	22/07/2021	Informal visit - Conducted
Kwinana	27/01/2021	<b>Formal</b> visit - Planned
Rockingham	28/07/2021	Informal visit - Planned
Cockburn	18/07/2021	<b>Formal</b> visit - Planned
CGH	19/08/2021	<b>Formal</b> visit - Planned
Rockingham	25/08/2021	<b>Formal</b> visit - Planned

### Planned Area Contest Dates

<b>Humorous Speech and Table Topics Contest</b>	25th September 2021   TBC
<b>International Speech and Evaluation Contest</b>	24th February 2022   TBC

<b>Goals for the next 3 months</b>	<ul style="list-style-type: none"> <li>Complete one (1) informal and one (1) formal visit to each of the four clubs in Area W53.</li> <li>Support the development of the Club Success Plan 2021-2022 for each of the four Are Clubs.</li> <li>Organise and successfully conduct the Table Topics and Humorous Area Contest before the end of September 2021.</li> <li>Submit Club Visit Report (1st round) on District Central on time.</li> </ul>
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<b>Goals for the year</b>	<ul style="list-style-type: none"> <li>Complete one (1) informal and one (1) formal visit to each of the four clubs in Area W53.</li> <li>Organise and successfully conduct the Evaluation and International Speech Area Contest before the end of March 2022.</li> <li>Achieve Select Distinguished for at least one (1) Club and President's Distinguished for three (3) Clubs.</li> <li>Submit Club Visit Report (2nd round) on District Central on time.</li> </ul>
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<b>Submitted by:</b>	Nataly Fernandez	<b>Date:</b>	25/7/21
<b>Division Director:</b>	Barbara Coles		