

### AGENDA | DECM #2

**Saturday 04 December 2021 - 1:00pm to 4:10pm**

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

No.	Item of Business	Lead Role	Time
1.	1:00pm Call to Order - Sergeant-at-Arms	TBC	2:00
2.	1:02pm Explanatory Remarks	Parliamentarian, Patricia King	5:00
3.	1:07pm Welcome and Introductions	District Director, Tim Blackburn DTM	5:00
4.	1:12pm Apologies	Administration Manager, Darren Law	3:00
5.	1:15pm District Mission	TBC	2:00
6.	1:17pm Presentation of Credentials Committee Report	Parliamentarian, Patricia King	3:00
7.	1:20pm Review and Adoption of Agenda	District Director, Tim Blackburn DTM	5:00
8.	1:25pm Approval of Minutes - DECM #1 14 August 2021	District Director, Tim Blackburn DTM	3:00
9.	1:28pm Presentation of Profit and Loss Statement	Finance Manager,	3:00
10.	1:31pm Presentation of Reports on Progress towards District Success Plan		14:00
	<ul style="list-style-type: none"> <li>• Public Relations Manager</li> <li>• Club Growth Director</li> <li>• Program Quality Director</li> <li>• District Director</li> </ul>	<ul style="list-style-type: none"> <li>Mina Cho DTM</li> <li>Gavin Hyslop DTM</li> <li>Julie Dall DTM</li> <li>Tim Blackburn DTM</li> </ul>	<ul style="list-style-type: none"> <li>3:00</li> <li>3:00</li> <li>3:00</li> <li>5:00</li> </ul>
11.	1:45pm Presentation of Reports from Division Directors and Area Directors	District Director, Tim Blackburn DTM	3:00
12.	1:48pm Feedback – Lessons Learned from Contests	Tim Blackburn DTM	15:00
13.	2:03pm Feedback – Reflection of progress against own goals	Tim Blackburn DTM	15:00
	2.18pm Break		15:00
14.	2:38pm Exploring ideas to help make club meetings more engaging	Julie Dall DTM	20:00
15.	2:58pm New Business (if raised at Item 7)	District Director, Tim Blackburn DTM	10:00
16.	3.08pm Division Council Meetings		60:00
	<ul style="list-style-type: none"> <li>• Division Council Meetings</li> </ul>	Separate into separate divisions	30:00
	3:38pm <ul style="list-style-type: none"> <li>• Central Division representative</li> </ul>		5:00
	3:43pm <ul style="list-style-type: none"> <li>• Eastern Division representative</li> </ul>		5:00
	3:48pm <ul style="list-style-type: none"> <li>• Inner City Division representative</li> </ul>		5:00

3:53pm	• Northern Division representative	5:00
3:58pm	• Southern Division representative	5:00
4:03pm	• Western Division representative	5:00
<b>4:08pm Meeting Close</b>	District Director, Tim Blackburn DTM	<b>3:00</b>

**Future District Executive Committee Meeting Dates:**

Meeting No.	Date	Time	Location
DECM #3	Sat. 12 <sup>th</sup> March 2022		
DECM #4	Sat. 9 <sup>th</sup> 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.