



# DISTRICT 17

## DISTRICT EXECUTIVE COMMITTEE MEETING

### AGENDA | DECM #2

Saturday 5 December 2020 - 2:00pm to 5:00pm

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

No.		Item of Business	Lead Role	Time
1.	2:00pm	Call to Order - Sergeant-at-Arms	TBC	2:00
2.	2:02pm	Explanatory Remarks	Parliamentarian, Janette Edwards DTM	5:00
3.	2:07pm	Welcome and Introductions	District Director, Henry Yau DTM	5:00
4.	2:12pm	Apologies	Administration Manager, Cherie Wallace DTM	3:00
5.	2:15pm	District Mission	TBC	2:00
6.	2:17pm	Presentation of Credentials Committee Report	Parliamentarian, Janette Edwards DTM	3:00
7.	2:20pm	Review and Adoption of Agenda	District Director, Henry Yau DTM	5:00
8.	2:25pm	Approval of Minutes - DECM 5 September 2020	District Director, Henry Yau DTM	3:00
9.	2:28pm	Presentation of Profit and Loss Statement	Finance Manager, Juliana Kelly	3:00
10.	2:31pm	<b>Presentation of Reports on Progress towards District Success Plan</b>		20:00
		<ul style="list-style-type: none"><li>• Immediate Past District Director</li></ul>	Kevin Sansome	3:00
		<ul style="list-style-type: none"><li>• Administration Manager</li></ul>	Cherie Wallace DTM	3:00
		<ul style="list-style-type: none"><li>• Public Relations Manager</li></ul>	Pasan Ganegama	3:00
		<ul style="list-style-type: none"><li>• Club Growth Director</li></ul>	Vijayakumar Vijayarathnam DTM	3:00
		<ul style="list-style-type: none"><li>• Program Quality Director</li></ul>	Tim Blackburn DTM	3:00
		<ul style="list-style-type: none"><li>• District Director</li></ul>	Henry Yau DTM	5:00
11.	2:51pm	<b>Presentation of Reports from Division Directors and Area Directors</b>	District Director, Henry Yau DTM	3:00
12.	2:54pm	<b>Fundraising Options for District 17 Conferences</b>	District Director, Henry Yau DTM	10:00
	3:04pm	<b>Break</b>		10:00
13.	3:15pm	<b>New Business (if raised at Item 7)</b>	District Director, Henry Yau DTM	15:00
14.	3:30pm	<b>Training Session - Lessons Learned from Online Contests</b>	Program Quality Director, Tim Blackburn DTM	30:00
15.	3:50pm	<b>Announcements without Discussion</b>	District Director, Henry Yau DTM	10:00
		<ul style="list-style-type: none"><li>• 2021 Conference</li></ul>		
		<ul style="list-style-type: none"><li>• May 2021 District Council Meeting</li></ul>		
		<ul style="list-style-type: none"><li>• 2022 Conference Bid</li></ul>		

<b>16.</b>	<b>4:00pm</b>	<b>Division Council Meetings</b>		<b>60:00</b>
		<ul style="list-style-type: none"> <li>Division Council Meetings</li> <li>Central Division representative</li> <li>Eastern Division representative</li> <li>Inner City Division representative</li> <li>Northern Division representative</li> <li>Southern Division representative</li> <li>Western Division representative</li> </ul>	Separate into separate divisions	<b>30:00</b> <b>5:00</b> <b>5:00</b> <b>5:00</b> <b>5:00</b> <b>5:00</b> <b>5:00</b>
<b>17.</b>	<b>5:00pm</b>	<b>Meeting Close</b>	District Director, Henry Yau DTM	<b>3:00</b>

**Future District Executive Committee Meeting Dates:**

<b>Meeting No.</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
DECM #3	Sat. 6 March 2021	1:00pm-5:00pm	TBC
VDECM #4	Sun. 18 April 2021	1:00pm-4:00pm	Virtual

**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.