



## District 17 District Management Meeting

### Minutes

**Date:** 18 January 2014  
**Time:** 09:30 – 10:45  
**Venue:** Bull Creek Community Centre

**Attendees:**

Pascale Amberville-Colby (PAC) – District Governor  
 Robyn Richards (RR) – LG Education & Training  
 Leonor Ragan (LR) – Public Relations Officer  
 Ian Pickens (IP) - Lieutenant Governor Marketing  
 Sue Fallon (SF) – Northern Division Governor  
 Charles Fisher (CF) – Central Division Governor  
 John Palmer (JP)– Southern Division Governor  
 Lisa Evans (LE) – District Secretary  
 Raj Thethy (RT) - District Treasurer

**Apologies** Ross Wilkinson (RW) – Immediate Past District Governor

1. **Minutes from last meeting** on 3 November 2013 accepted by PAC and seconded by CF.

**2. Action Items Carried Forward**

Number	Action	Who?	When?
4/08	Visits to advanced clubs to present and source members to take on SMAC roles	IP	Ongoing
6/08	Develop templates for proposals for new and struggling clubs to access funds to assist with marketing. Operational Resurrection Strategy to be forwarded to assist develop criteria.	IP PAC	In progress- Ongoing
7/08	Source a Demonstration Team in each Division to attend new clubs and struggling clubs with Demonstration/Showcase meetings. * Coordinated by New Clubs Coordinators	Div Govs *	Ongoing
1/11	Plans to assist Phoenix to transition. PAC and JP working together on this with new clubs coordinator for the divisions. PAC to update all on how this is going.	PAC	Ongoing – update each meeting
2/11	Plaque for Mike Malone has not been presented. To invite Mick and partner to the convention Saturday evening. Once details of evening known to send an official invite	LE	Ongoing
3/11	Budget for contests will need to be adjusted as trophies have been purchased by District for Area and Division finals.	RT	Ongoing

4/11	IP to order banners for 235 and DTM pathways. Robyn to advise of the procedure for placing an order	IP RR	By next meeting
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### **3. Division Governor Reports**

#### **a. Northern**

SF moved that Northern Division Gov report be accepted. Seconded by LR. Motion carried.

#### **b. Southern**

JP moved that Southern Division Gov report be accepted. Seconded by RR. Motion carried.

#### **c. Central**

CF moved that Southern Division Gov report be accepted. Seconded by RR. Motion carried.

### **4. Executive Reports**

#### **a. District Governor**

PAC moved that the DG report be accepted. Seconded by SF. Motion carried. No written report received.

#### **b. Lieutenant Governor Education & Training**

RR moved that the LGET report be accepted. Seconded by JP. Motion carried.

#### **c. Lieutenant Governor Marketing**

IP moved that the LGMT report be accepted. Seconded by SF. Motion carried.

Verbal addition: IP is liaising with Darren Le Croix and Ed Tate as part of their visit to Perth in April to also speak for D17. IP will advise when more details become available.

#### **d. Public Relations Officer**

LR moved that the PRO report be accepted. SF seconded. Motion carried.

#### **e. District Treasurer**

RT moved that the Treasurer report be accepted. LR seconded. Motion carried.

### **5. New Business**

**5.1 Update on transition club** – PAC and JP are working on plans to transition Phoenix to build membership. There is considerable interest and demo meeting will be organized. Monthly updates to be provided at meetings.

**5.2 Agenda for TLI training** – due to time restraints this was discussed outside of the meeting. Verbal update for minutes (PAC) Division Governors to source presenters for their respective TLI sessions.

**5.3 Trophy purchase** – RR has purchased trophies for the Area and Division contests and will distribute to AG's and Div Gov's. There was a question raised by CF regarding the amount which can be claimed for contest expenses. CF submitted a claim for \$150 and has receipts for more than that amount. PAC advised that CF can submit the other receipts to the Treasurer.

#### **Next Meeting**

***Date:***

***Time:***

***Venue:***



## District 17 Division Governor Report – Western Australia

### Northern Division - 18 January 2014

#### Educational Awards

Area Number	CC	AC	Ldr
N21	6	2	3
N22	2	1	0
N23	2	2	3
N24	1	2	2
<i>Total</i>	<i>11</i>	<i>7</i>	<i>8</i>

#### Membership

Membership has dropped by 11% across the Division since the start of the year. A few Clubs have suffered fairly large losses (16, 8, 7, 5) for various reasons, eg member relocation etc. Seven of 21 clubs have increased their membership in same period.

#### DCP Goals

N21 Northern Lights has met 5 goals and Northern Gourmet on 3.

N22 UWA has met 3 goals

N23 Ellenbrook has met 5 goals and Guildford Stars on 3

N24 Banyandah & Touch of Gold has met 4 goals and Noranda on 3

#### Club Officer Training

All Area Governors have been forwarded information.

#### Contact with Area Governors

Contact has been minimal with Area Governors during Dec, Jan with 2 at least away for much of this month.

#### Contests

Northern Division Evaluation & International Speech Contest on Saturday 12 April 2014

#### Clubs

##### New Clubs

N21 -Currumbine Club - Working with Peter Harrison towards Demonstration Meeting at in coming weeks. Venue sorted, Web Site being progressed

#### Successors for Governor Roles

#### Other Information/Comments

*Submitted by Sue Fallon, 18/1/2014, Northern Division Governor 2013-2014*



## District 17 Division Governor Report – Western Australia

January 2014

Contact with Area Governors	William Placanica S31: weekly David Nicholas S32: fortnightly Annemarie de Heus S33: monthly Liz Clarke S34: every 3 months Fiona McLean S35: weekly
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### Clubs in danger:

Phoenix will likely be amalgamated with City of Cockburn as we have been unable to attract many new members. However Pascale says he has an idea to rebuild this club.

Cannington Communicators is slowly building up numbers. We have a few visitors from time to time and hopefully we can convert a few to members.

Margaret River has not renewed any members.

During January the Division gained 1 DTM's, Sue Voloczi.

Two new potential clubs have had their demonstration meetings in November; Canning Vale Storytellers on Monday 4<sup>th</sup> November at Seasons on Nicholson Road, and Spearwood the following week. David Nicholas is a Sponsor for both clubs. Canning Vale Storytellers has about 10 new members and hopes to charter later this TM year.

	<u>S31</u>	<u>S32</u>	<u>S33</u>	<u>S34</u>	<u>S35</u>	<u>Total</u>
<i>Awards</i>	35	24	15	2	13	89
<i>Members:</i>						
<i>Base/now</i>	126/113	102/90	85/80	61/49	116/114	490/446
<i>Goals</i>	29	22	17	4	17	89
<i>Club visits</i>	5	5	5	3	6	24
<i>Clubs:</i>						
<i>Base/now</i>	5/5	5/4	5/5	4/3	6/5	25/22

John Palmer DTM,  
Division Governor.



# District 17 Division Governor Report – Western Australia

## Central Division - 18 January 2014

### Educational Awards as at 18 January 2014

Area Number	CC	AC	Ldr
C1	5	2	5
C2	1	1	2
C3		4	4
C4	3	1	1
Total	9	8	12

Well done to the following Toastmasters who achieved awards during the period 1/11/2013 to 18/01/2014:

Area	Date	Name	Club	Award
C3	11/11/2013	Dezra Fullarton	City of Perth	CL
C4	19/11/2013	Charmaine Nantha	Water Corporation	CC
C1	24/11/2013	Thomas Hoyer	Riverside	CC
C3	3/12/2013	Gary Morris	City of Perth	CL
C1	9/12/2013	Vibhor Pandey	Young Guns	CC
C1	5/01/2014	Robert Hildebrand	Young Guns	CC
C3	15/01/2014	Ross Wilkinson	Matilda	ACS
C3	15/01/2014	Ross Wilkinson	Matilda	ALB

### Membership

Area Number	Member Base 1 July 2013	Member Count 1 November 2013	Member Count 18 November 2014	New Members since 1 July 2013
C1	153	134	141	35
C2	142	124	125	19
C3	118	107	111	27
C4	135	106	117	21

### DCP Goals as at 18 January 2014

Area Number	Number of Goals
C1	14
C2	10
C3	12
C4	11
Total	47

### Contact with Area Governors

Central Division Humorous & Table Topics contests on 12 November.

Mainly via e-mail during December 2013.

## Upcoming Contests

Area	Date	Venue
Area C1	TBA	TBA
Area C2	TBA	TBA
Area C3	Tuesday 25 March	Shenton Park Community Centre
Area C4	TBA	TBA
Central Division	Tuesday 15 April	Shenton Park Community Centre

**Clubs** - As at 1 November 2013 all areas in the Central division now have 6 clubs.

**New Clubs** - 235 Toastmasters – chartered 3 September 2013

### Successors for Governor Roles

Central Division Governor (2014-2015)      Area Governors C1, C2, C3 & C4 (All potential candidates).

### Other Information/Comments

Attended Curtin GSB Sundowners club meeting on 22 November 2013 (Area C4).

Attended Electric Toasters club meeting on 28 November 2013 (Area C3).

### Challenges

1. High member turnover since 1 July in all areas.
2. Clubs with fewer than 12 members as at 18/01/2014:

Area Number	Club	Members
C1	Riverside	9
C2	Perth Justalk	11
C3	WA Governors	11
C3	Matilda	11
C4	Banksia	10

3. Clubs with no educational awards registered as at 18/01/2014

Area Number	Club
C1	235 Toastmasters
C2	Perth Justalk
C2	Central Communicators
C2	Toast2FS
C2	ToastIES
C3	Rising Stars
C3	Electric Toasters
C4	Curtin GSB
C4	Plain Speaker

### Proposed action

Work with Area Governors to help struggling clubs. Division Governor to visit struggling clubs.

*Submitted by Charles Fisher on 18 January 2014, Central Division Governor 2013-2014*

*Above statistics were taken from the "Dashboard" report from the TI website and District 17 Distinguished Club Program 2013-14 web page from District 17 website.*

November saw the highly successful Darren Fleming Leadership Workshop held before our District Council Meeting and the Steve Bullock Membership Building in a Mature Market Workshop held after our District Council Meeting. Both were well attended and the feedback was positive.

December was quiet on the educational workshop front with the Christmas break allowing clubs and members to enjoy the season.

### **Educational Awards**

During November we had 10 x CC, 1 x ACB, 4 x CL, & 1 x LDREXC awards lodged.

During December we had 7 x CC, 1 x ACB, 2 x ACS, 4 x CL & 1 x ALB awards lodged.

Educational awards submissions has not slowed very much at all, which is excellent for the district.

### **DCP Goals**

Clubs are steadily achieving **educational** DCP goals with 36 of our 70 clubs having achieved at least 1 goal by December 31, 2013. This is an increase of 3 clubs achieving goals during November and December. 11 of these clubs had 5 or more goals as of December 31, 2013.

### **TLI in February**

Once the agenda is finalised, I will be asking each Division Governor to organise their own session by putting together the presenters and helpers. Dates and venues have been finalised; February 8 at Bob Daniel Centre, February 13 & 16 at Technology Park.

### **Future Training**

Andre Sequeira has decided he cannot commit to presenting "From Speaker to Trainer" in March 2014. I will try to acquire another presenter for this workshop.

On the same day I would like to have a follow up to the "Step Up" training which will be held at TLI in February. This training will be called "The Next Step" and will be dedicated to analysing current club quality by using the Moments of Truth workshop we covered at Midyear District Leader Training. This will be primarily for Area & Division Governors but open to all members who have shown an interest in a leadership role in the future. This will be run by Division Governors with the Trio overseeing.

### **Convention 2014**

Brad Hogg has been secured as a presenter on Sunday and Steve Bullock is requesting to visit again so I have asked him to present at our DTM Breakfast. Steve will confirm when he has permission from WHQ.

### **Conclusion**

Successful workshops in November were received well by our members whilst we all had a well-deserved break in December. Future Training events are coming together as is Convention 2014. I am happy with our clubs educational DCP goals at this stage of this Toastmasters year.

*Robyn Richards* DTM

***District 17 Lt Governor Education & Training 2013-2014***



## LGM Report to DMM 18 Jan 2014

### Alignment Committee

Initial meeting being held 15 Jan. During this we will set the guidelines and ask for committee members to solicit suggestions from DG's and AG's. Initial report ready for Executive late Feb.

### New Clubs

#### Deloitte

Still saying they will have a new club in January but there is some financing arrangements to be worked out as a result of the company covering set up costs.

#### Ernst and Young

First meeting and election of committee 22 Jan

#### Currambine

Demonstration meeting 22 Jan

#### Canninvale Story Tellers

Progressing slowly

#### Golden Gourmet and WASM

Very likely to charter this year.

#### IBM and SKM

Still work in progress but the most likely other clubs this year

#### New clubs with interest shown but not going anywhere

URS, Karratha, Oxley, Northam, Science of Ethics, Rio Tinto, ECU Joondalup.

### Membership and renewals

Numbers are still below par. Probably above last year but under the 50% requirement rate. New clubs will probably boost that closer to requirements. 3006 is base 3097 for Distinguished currently 1475

New rules implemented to have minimum of 8 members instead of 6 to have club in good standing may stretch another 3 clubs to meet minimum.



## District 17 Lt Governor Public Relations Report

### Club Websites Update:

I'm working with the new City of Perth VP Public Relations Officer to get her familiar with the Freehostoast website management and updates. Have received two new requests for assistance to create a new club websites.

### PPP Table Points (Latest Table Updated - Included)

POSITIVE PROMOTION PREMIERSHIP POINTS AS 31 December 2013		
CLUBS	PROMOTION AWARDED	POINTS
Touch of Gold	Nx3,Gx3,Ux5,FEx14,H,ALx3,AB,QN,Rx2,O	380
Rockingham	N,Gx20,W,Cx6,ABx2,Mx2,QN,O	360
Electric Toasters	AB,Bx2,O,Gx1,MUx2,C2,QN,W,	335
Southern River	N,U,FE,QN,N,S,D,Gx13,Cx7,W,T,	335
City of Perth	Ux2,FEx10,TEEx10,Lx2,R,O,OTx10,QN	275
Mundaring	Gx3,U,FE,S,H,AL,QN,Nx5	270
Curtin Sundowner	Gx11,Cx8,W,Ux4,Mx2,O,CI,QN	240
Curtin GSB	Gx7,CX5,F,FE,Mx2,Bx2,O,Ux4,CI,QN	210
WAG	Gx7,Ux6,QN,ABx3	190
Guildford Stars	S,B,AL,QN,	170
Netmasters	Bx2, F,Gx2,W,M,Ox2,QN	170
Western Founders	N,W,Gx12,Cx5,M,O,FE,B	170
Victoria Quay	Bx2,O,Mx2,Ux2,ABx2,QN	150
Matilda	Gx4,Cx2,M,B,QN	110
Banksia Speakers	Gx7,Cx7,W,Ux2	100
Swan	S,BQN,Sx2	100
Canning Vale	FEx2,Nx3,R	55
Kalamunda	QN	50
DTM Pathway	W,Ux3	35
Maylands	Gx3,O	35
Ellenbrook	AL	25
Murdock Southsiders	W,FE	25
CPA	M	10
Fremantle Gourmet	Ux3	10

Promotion Award Legend		
PROMOTION	LEGEND	POINTS VALUE
Produce a club FIRST newsletter	1N	10 per edition
Article in Black Swan	AB	25
Article in local newspaper	AL	25
Article in the West Australian	AW	40
Bookmarks in local library or bookstore	B	10
Have a Guest at the meeting	G	5 per guest
Convert guest to member	C	10 per member
Corporate Clubs Intranet	CI	5 updates
Flyer Drop	D	50
Create a club Facebook page	F	5
Facebook a club event	FE	5 per significant event
Have guests at club meeting	G	5 per guest
LinkedIn	L	5
Toastmaster magazines in library/surgery waiting room	M	10
Quarterly / Monthly club newsletter	N	5 per edition
Your own creative publicity	O	20
Hold a club Open House	H	20
Radio interview	R	30
Stall at local fair or shopping centre	S	20
Create a club Twitter account	T	5
Tweet a club event	TE	5 per significant event
Hold A Table Topics Social	TT	20
Update your club website	U	5 per significant update
Other	OT	5
Quiz Night	QN	50
Create a club Website	W	20

- Continue to receive updates of PPP promotions. The competition is become very exciting and interesting.
- Two more clubs have joined the PPP program.
- I have added one extra promotion for blogging.
- Since last report there have been 3 more radios interviews reported and numerous articles in the local newspapers. Baldy King from the City of Perth had the opportunity to be interviewed on 107.3 HFM radio station with Jeremy Garlett on the 7 December 7.30 pm to tell their listeners about City of Perth Toastmasters club and Toastmasters

International. Tracey Browning from Touch of Gold Toastmasters Club was interviewed in late November and André Sequeira from Canning Vale was interviewed on the Radio on Friday 9 Aug.

- Clubs have been given the incentive of 50 points for promoting the upcoming convention in their websites.

I'm looking forward to the upcoming six months.

Submitted by: *Leonor Ragan*, DTM

14 January 2014 - Public Relations Officer 2013-2014

<b>Receipts</b>	<b>\$</b>
TI - Reimbursement of fees	-
Change-over Dinner 2012	2,051.00
Change-over Dinner 2013	-
Speechcraft	1,200.00
Convention 2013 - Reimbursement of overpayment	- 95.00
Convention 2014 - Registrations	1,490.00
Convention 2013 - other Monies	-
Interest received	140.88
Money Vine	-
Quiz Night	7,404.72
<b>Total Receipts</b>	<b>12,191.60</b>
<b>Payments</b>	
Area Expenses	-
Bank fees	41.40
Banners	330.00
Badges	-
Bond Venue	-
Change-over dinner 2012 Tompkins Park	5,424.22
Change-over dinner 2013 Tompkins Park - deposit	-
Convention 2013 Kings	1,799.51
Convention 2014 Mandurah	-
Convention 2014 Mandurah - deposit	4,350.00
Contest costs	1,523.65
District Officer Training	745.07
Floral tributes	-
Insurance	-
Marketing, communication and PR	1,272.33
Administrative Expenses	508.70
Printing	-
Software costs	-
TI Conference	4,847.85
TI Mid-year training	-
TLI costs 2012/13	1,414.49
TLI costs 2013/14	-
Trophies	762.00
<b>Total Payments</b>	<b>23,019.22</b>
<b>Net Movement</b>	<b>(10,827.62)</b>
Bank balance at 30.6.13	35,652.32
Bank Balance at 31.12.13	24,824.70