



## District 17 District Management Meeting

### Meeting Minutes

**Date:** 05 August 2012  
**Time:** 2pm to 4pm  
**Venue:** 47 Jilakin Loop, Canningvale  
**Attendees:** Ross Wilkinson (RW) – District Governor  
Pascale Amberville-Colby (PAC) – LG Education & Training  
Robyn Richards (RR)- Lieutenant Governor Marketing  
Ian Pickens (IP) – Public Relations Officer  
Dietmar Mazanetz (DM) -District Treasurer  
Jeanette Farrar (JF) – District Secretary  
Mark Richards (MR) – Immediate Past District Governor  
Leonor Ragan (LR) – Central Division Governor  
Bronwen Jones (BJ) – Northern Division Governor  
Allan Burt (AB) – Southern Division Governor

**Apologies: Nil**

#### 1. Minutes from last meeting

##### *Action Items Carried Forward*

<b>Agenda Item</b>	<b>Action</b>
<b>Item 6</b>	District 17 Convention Planning is underway with IP reporting that the submission will be finalized for next meeting 05/08/2012
	Completed
<b>Item 8</b>	District Secretary to ensure that agenda is distributed two months prior to the 26/11/2012 District Council Meeting
	District Secretary Placed this item on calendar for reminder
<b>Item 10</b>	All Executive Member to submit goals, aspiration and contact details to Mark Richards and David Nicholas for inclusion on the District 17 Website
	PA, JF and RW to complete submissions for Website

JF moved that the amended minutes from last meeting be accepted IP Seconded. Motion carried.

## 2. Division Governor Reports

### a. Central

#### **Awards**

As of today one ABL award was submitted by Anita Adhitya on behalf of Young Guns.

#### **Membership**

Patricia has accepted her nomination to be the Coach for Justalk Club.

Gun and Roses will commence a Speech craft course on the 9 August. We aim to collect some funds and promote membership for the Central Division.

#### **Club Officer Training**

Attendance at TLI was very successful and the feedback was very positive. As a Central Division Governor I was very impressed and encouraged by the excellent support from the Division Governors, Area Governors and Club Officers. It was great to see the overwhelming team spirit.

#### **Contact with Area Governors**

Now that I had the great opportunity to meet all my Area Governors I am looking forward to an exciting and successful year full of challenges and joy.

We communicate on a regular basis via conference calls and email. We plan to meet in a couple of weeks once Martin has returned from Overseas.

There is a lot of motivation among all the Area Governors of the Central Division to help their clubs achieve their club member's goals. I was copied in some of the very persuasive correspondence that was sent to the Presidents and VPE's to encourage attendance to the TLI.

#### **Contests**

Area C1 is schedule for 11 September at 5:30PM and Area C2 for the 13 September at 12:00PM.

Area C3 and C4 will confirm once they get the confirmation date from the Club President's and VPE's.

The Central Division is schedule for the 30 October at 6:00PM

#### **New Clubs**

We have a lead awhile I attended the Charter Party for CPA Australia. Lisa Byrne is arranging a meeting with HR to design some of their performance KPI's around the Toastmaster program.

*Submitted by: **Leonor Ragan** 3 August 2012  
Central Division Governor 2012-2013*

**Action: LR to submit via email the Contest Dates to MR and JF for inclusion in calendar and D17 Website**

LR moved Central Division Governors report be accepted, PA Seconded. Motion carried.

**b. Northern**

**C/F : Urgent Action Required - Done**

- 1) Area Governor now appointed Appointments
  - a. N21 – Sue Fallon
  - b. N22 - Jeff Oliver
  - c. N23 – Gladys Lavell

NORTHERN DIVION	
<b><u>Code Red</u></b>	<ol style="list-style-type: none"> <li>1) Division Contest : Saturday 3<sup>rd</sup> Nov 2012</li> <li><b>2) N24 : Consult with Paul Hemmings</b></li> <li>3) Business Review – (*)</li> <li>4) ALL : Provide Structure &amp; reporting processes for Area Governors (*)</li> <li>5) Formulate strategic plan for the year</li> </ol>

**AREA SUMMARY**

N21	Sue Fallon
	<ol style="list-style-type: none"> <li>1) Sue - Trained 21/07/12</li> <li>2) Sue – overseas til late August</li> <li>3) Area Contest 18/09/12</li> <li>4) I Visited –Stirling</li> <li>5) Stirling – new website/PPP</li> <li>6) I Visited – Talkabout</li> <li>7) Black Swan – 2 article when photo's received</li> </ol>
N22	Jeff Oliver
	<ol style="list-style-type: none"> <li>1) Trained 29/07/12</li> <li>2) Planning session when (*)</li> <li>3)Area Contest : (*)</li> </ol>
N23	Gladys Lavell
	<ol style="list-style-type: none"> <li>1) <b>C/F</b> – Review Clubs with Membership issues (*)</li> <li>2) Trained 29/07/12</li> <li>3) Area Contest : Tuesday 02/10/12</li> </ol>
N24	Paul Hemmings
<b>CODE RED</b>	<ol style="list-style-type: none"> <li>1) <b>C/F</b> – Review Clubs with Membership issues (*)</li> <li>2) Area Contest :</li> <li>3) Paul has resigned from Ellenbrook</li> <li><b>4) Paul considering vacating Area Governor position</b></li> <li>5) Action – pending talk/Saturday</li> <li>6) Action – back up replacement – pending (*)</li> </ol>

(\*) Need Club Officer List

Apologies for one owning points were

1. Area Governors need to be located for N21, N22, N23
2. N22 & N21 – review as some need club coaches

3. Need Club Officer list for SWAT analysis & business review
4. TLI in Kalgoorlie done 7-8 July 2012
5. Area Gov Training 29/07/2012 at my place

Bronwen

Action: BJ to submit via email the link for Stirling Club Website to MR and BJ to additionally organize for TMI to be notified of this new website

BJ moved Northern Division Governors report be accepted, PA Seconded. Motion carried.

**c. Southern see attached handout – Distinguished Club Program – Attachment 1**

**2012 Information from D17 as at 12/7/12**

**Educational Awards**

Area Number	CC	AC	Ldr
S31			
S32			
S33			
S34			
S35			

**Membership 410 as at 12/7/12**

**DGP Goals - TBA**

**Club Officer Training - TBA**

**Contact with Area Governors - Regular contact by email**  
**First Sth. Div. Council meeting 12/8/12 then every 2 months (8 weeks)**  
**Dates already determined.**

**Contests Humorous & Table Topics**  
**Area S31-16/10/12, S32- 9/10/12, S33- 23/10/12, S34 TBA S35 8/10/12**  
**Southern Division Sun 18/11/12 Bull Creek 1:30pm - 4:30pm**

**Clubs - Gosnells Foothills needs coach**  
**Allan Burt SDG & Stephanie Chan AG S31 will review 6/8/12**

**New Clubs - TBA**

**Successors for Governor Roles - TBA**

**Other Information/Comments - D17 Website Out of Date since 12/7/12**

**Submitted by Allan Burt 5<sup>th</sup> August 2012**  
**Southern Division Governor 2012-2013**

Action: JF and MR to update calendar and D17 Website re proposed dates for competitions

AB moved Southern Division Governors report be accepted. MR Seconded. Motion carried.

### 3. Reports from

#### a. District Governor

Club Members and Officers are difficult to access on website. Club Officers Listing is now complete.

TLI – Great results with 275 club officers trained and 51 out of 63 achieved four club officers trained in clubs – Congratulations to the Team for this great outcome.

DOT – all trained excepting one District Officer

Black Swan article deadline is midnight the last day of each month. Newsletter will be published the following week.

District Success Plan is now on the D17 Website.

Please note: A reminder that the Proxy's votes from Clubs in support of International Director Candidate are now due. Executive Meetings please promote for this voting.

*Action: All website changes and updates are to be submitted to David Nicholas the Webmaster and please copy MR in on the email.*

*Action: All DMM Members to actively promote Black Swan newsletter to District Officers and Club Members. One suggestion was 'Meet a Member' articles which would be good interest stores.*

*Action: All DMM Members to actively promote to Club Executives and Club Members the value and benefit of Proxy votes in support of the International Director Candidate. Proxy votes are due in two weeks.*

RW moved District Governors report be accepted, RR Seconded. Motion carried.

#### b. Lieutenant Governor Education & Training

My LGET Trajectory for 2012/2013 is to;

- Plan and implement two quality sessions for both district officer & club officer training.
- Monitor the District's Education awards lodgment and encourage all clubs to achieve a minimum requirement of Distinguished Club Status.
- Oversee all aspects of the District Convention Contests and workshops.
- Plan and run five to six independent workshops during the current financial year.

#### **Toastmaster Leadership Institute - District Officer Training**

This year's DOT followed the successful structure of the previous year's DOT. We were successful in training all District Officers who attended. There are still three Northern Division Area Governors and one Central Division Area Governor to be cast. They will all be trained up before the August 31<sup>st</sup> Deadline.

The second session of DOT – mid year training will take place in February 2013 following the District Executive's mid year Training.

## Toastmaster Leadership Institute - Club Officer Training

275 Club Officers trained (61.38%) out of 448. Minimum requirements 256 officers – (107.42%)

51 out of 64 clubs at least 4 officers trained (79.69%).

- 14th July 2012 - Northern Division – 78 attendees + 5 Kalgoorlie – 38 surveys filled out
- 19th July 2012 – Southern Division – 112 attendees – 62 surveys filled out
- 22<sup>nd</sup> July 2012 – Central Division – 80 attendees – 50 surveys filled out

The email requesting advanced bookings for the 3 sessions was very successful.

- 14th July 2012 – 95 original registrants (14 have transferred to other sessions) – 78 attended
- 19th July 2012 – 90 registrants booked – 112 attended
- 22<sup>nd</sup> July 2012 – 70 registrants booked – 80 attended

TLI COT Overall Evaluation Assessment

- 14th July 2012 - Northern Division – 41% Excellent, 52% Very Good, 07% Good
- 19th July 2012 – Southern Division – 53% Excellent, 38% Very Good, 08% Good, 01% Fair
- 22<sup>nd</sup> July 2012 – Central Division – 38% Excellent, 48% Very Good, 13% Good, 01% Fair
- **Overall evaluation assessment - 44% Excellent, 46% Very Good, 9.33% Good, 0.67% Fair**

### Highlights & Benefits

The workshops were well received across all 3 sessions.

- Remember – Steve Barry & Jeannette Farrar
- Social Media Hitting Its Target – Lynette Delane.
- Mentoring – Hanh Ngo
- Navigating The Website – Mark Richards (14<sup>th</sup>/22<sup>nd</sup>) Martin Lindsay (19<sup>th</sup>).

The Club Officer Breakout Sessions were all well received. There were positive comments on the benefits of the educationals' and relevant information packages. Club Officers commented on how the relevant information will provide a foundation for them to fulfil their roles and successfully carry out their duties.

### Lowlights & Suggestions

The only areas requiring attention;

- Technical challenges been addressed prior to the session commencing. Both Saturday and Sunday sessions were noted for internet challenges. Thursday was the most successful.
- Changes in the agenda (as a result of technical challenges) announced immediately.

### Distinguished Club Program – Educational Awards

The TMI website is still to be updated in regards to educational awards lodged since July 1<sup>st</sup> 2012.

- Focus on promotion of the educational components of the DCP to all clubs.

- Ensure all clubs are aware of the requirements for all the communication and leadership awards.
- Monitor the lodgement of awards and clubs' progress within the District.  
**CCs (10), ACs (3), L/AL (13), LEX (3) includes 2 DTM's – John Pawley &**

**Patricia Rice.**

- Encourage all clubs to achieve Distinguished Status as the minimum benchmark. No clubs have achieved Distinguished Status to date.

**District 17 Workshops**

The following Workshops with provisional dates are planned for the forthcoming Toastmaster Year;

- Judging – Protocols & Procedures – Ian Pickens & Martin Lindsay (September 2012)
- Contests – Competing – Presenting – Rules – Ian Pickens & Martin Lindsay (October 2012)
- Train The Trainer – Sandra Morton (February 2013)
- Club Coaching – Robyn Richards (November 2012)
- Social Media – Lynette Delane (March 2013)
- Free Toast Host 2 – Presenter TBA (January 2013)

**District 17 Convention**

The Kings Perth Hotel has been selected as a venue. The District Executive agreed that the hotel (currently being refurbished) will be suitable for the forthcoming convention to be held 24<sup>th</sup>-26<sup>th</sup> May 2013.

Our International President will be in attendance as will be our International Director for Region 12.

The District Convention Contests will run accordingly.

All District 17 clubs are preparing for their;

Humorous Speech & Table Topics Contests

- Club Contests – to be completed by late September 2012
- Area Finals – to be completed by end of October 2012
- Division Finals – to be completed by the November 2012
- District Finals – 24<sup>th</sup> – 26<sup>th</sup> May 2013

International Speech & Evaluations Contests

- Club Contests – to be completed by late February 2013
- Area Finals – to be completed by end of March 2013.
- Division Finals – to be completed by end of April/early May 2013.
- District Finals – 24<sup>th</sup> – 26<sup>th</sup> May 2013.

**SUMMARY**

It has been a promising start for Education & Training in WA. Club Officer Training Sessions has been extremely successful. All three sessions were well attended with feedback resulting in 90% of surveys rating COT in the Excellent/Very Good Category. All West Australian TMs will be conscious of the changes in the requirements to achieve Distinguished Club, Area, Division and Districts status, of which, is achievable. After D17s first year finishing 11<sup>th</sup> in the prestigious Top 12, I look forward to a very successful and exciting year ahead.

**Pascale Amberville-Colby DTM**

District 17 Lieutenant Governor Education & Training 2012-2013

**Action: Discussion regarding District 17 Workshops and the possibility of back to back workshops which would mean fewer events in the calendar year. It was decided that that**



*Judging Workshop should be held in conjunction with the Contests Workshop. The Train the Trainer and Club Coaching again on the same day, and additionally the Social Media with Free Toast Host 2 Workshop could be run simultaneously PA to organise.*

PAC moved Lieutenant Governor Education & Trainings report be accepted, RW Seconded. Motion carried.

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

As we concluded the first month of this Toastmasters year we have seen the new look dashboard for club, area, division & district results. This has given me a practical means of gathering information for this report and for our training in Orlando.

#### Membership Building & Retention

I have reminded the VPM groups at TLI about the membership building contests and have sent a further email to all presidents and VPMs, as August 1 saw the beginning of the Smedley Award period. I have encouraged all clubs to strive to achieve this award and strengthen their membership.

At TLI I encouraged VPMs to run the Moments of Truth workshop in their club to pin point areas which are beneficial as well as areas of concern. I will be following this up with further contact in the next few months.

The visitor pack was enthusiastically received at the VPM breakout sessions at TLI and several VPMs have contacted me to use our templates. I think consistency will help all clubs in this area.

The Marvellous Membership contest was only placidly received but I envisage more enthusiasm as the year evolves. As clubs begin achieving elements of this award I will send emails to encourage them to meet the next element. I believe it takes a while for new contests to be understood and implemented. It is exciting to report that 4 clubs have already achieved membership goals in the DCP with Stirling heading this group having achieved both goals.

#### New Clubs

To date we have 7 possible new club leads. They are; Maddison, Charlie Gairdiner Hospital, Curtin GSB 2, Phoenix, Corporate club in Canning Vale, BHP (City Square) and the WA mines Department.

David Nicholas, one of our New Clubs Co-ordinators is confident of most of these forming and I will be working closely with David to see as many as possible through to fruition.

#### The Club Sponsors, Mentors & Coach Program (SMAC)

To help build new and support challenged clubs I will be implementing a program to recruit, train, and supervise club sponsors, mentors, and coaches. All of these roles will help us build and maintain strong clubs where member's needs are met.

I think all of these roles are vital to the success of the district and I will be networking with other districts in Orlando to discuss the best method of putting this program into place.

#### Conclusion

It looks to be an exciting year with much demanding work but I am confident we have the team to achieve our expectations. I hope to bring new skills, knowledge and resources back from District Training and International Convention.

Robyn Richards DTM

District 17 LGM 2012-2013

RR moved Lieutenant Governor Marketing's report be accepted, PA Seconded. Motion carried.

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



**See attached District 17 - May 2013 Kings Convention Bid Budget – Attachment 2**

TLI and COT first round now complete. VPPR's attended and trained at their function. General training was very successful. Workshop detail delivered too late to capitalize on the best methodologies. The concept was well received and will work better with some train the trainer and time to assimilate information for future training sessions.

Quiz night promoted at TLI, letters to Presidents pending release for wine wall or \$\$ for the purchase of wine on their behalf.

Regift for a reason and club participation in terms of tables and attendance in the pipeline. TOO EARLY ENERGY AND EXCITEMENT DWINDLES. TOO LATE POTENTIAL PROBLEMS.

Websites

Still a number of clubs without current websites a personal approach will be taken when the details of VPPR are released and we can make direct contact. I believe this is an area I can influence development in WA.

Convention

Agenda item for discussion at this meeting. Concepts have been developed, draft budget, draft program, and draft running sheet, have all been developed and released for discussion.

**Action: IP to supply DN and MR with the PPP Ladder for D 17 Website update.**

IP moved Public Relations Officers report be accepted, BJ Seconded. Motion carried.

**e. District Treasurer**

**See attached District 17 Profit & Loss Overview for the Year Ended 30 June, 2012 – Attachment 3**

August Report

Bendigo Bank @ 31/7/12	\$30,907.24
Bank Balance as at 3/8/12	\$28,862.20
District Reserve Balance @ 30/6/12 (The July 2012 statement will not be issued for another few weeks)	\$10,688.42
Total Funds @ 31/7/12	\$41,595.66
Less Minimum in District Reserve Fund	\$4,458
Total Available Funds	\$37,137.66

Summary of Income and Expenses for the month ended 31 July 2012:

Income:	
COD (change over dinner)	\$465 Total collected = 5,335
Convention monies	\$200
Interest	\$57.70
Total	\$722.70
Expenses	
TLI	
Tompkins in the Park - COD	\$5,270
Insurance	\$233.85
TLI	1360.17

Printing	128.30
Trophies	1905.80
TI Conference costs	\$488.43
Miscellaneous Chq 005	\$537.75
Bank Fees	1.80
Total Expenses	\$9,926.10
Net Movement	\$(9,203.40)

DM moved Treasurer's report be accepted, IP Seconded. Motion carried.

**4. District Officer Training**

Discussed under LGET Report

**5. District 17 Convention**

Please see attached submission form IP

**6. Next Meeting**

**Date:** 02 September, 2012

**Time:** 2.00pm

**Venue:** 47 Jilakin Loop, Canningvale

Final

**Attachment 1**

## Distinguished Club Program – Toastmaster Clubs in Western Australia for year 2011/12

Sorted by Divisions, Areas and Club Number      Select [Toastmasters D17](#) to return to our home page or [Awards](#) for up to date member awards.

Updated to Membership Jun 30, 2012, Awards June 30, 2012 Last edited by [David Nicholas](#) on July 12, 2012

These results are based on the Toastmaster International tables. If you find errors, contact [David](#)

Club targets achieved are bolded in red, like **2**.

**Club, Division & Area Awards: D Distinguished (5-6 goals) SD [Select Distinguished](#) (7-8) PD [Presidents Distinguished](#) (9-10)**

### Southern Division - [President's Distinguished Governor Vicky Post DTM](#)

Club Number	Club Name	Base Jul 1	Mem bers Now	Total Goals	Club Award	2 CCs	+ 2 CCs	1 AC	+ 1AC	1 Cl or AL	+1 Cl or AL	4 new mem bers	+4 new mem bers	4 COT 1st	+4 COT 2nd	Renewals	Officer List
<b>S31</b>	<b>Distinguished Area Governor John Palmer DTM</b>													Needs both		Needs both	
8670	Gosnells Foothills	22	10	4		1		<b>1</b>	<b>1</b>			<b>4</b>	3	6	3	<b>2</b>	<b>1</b>
867905	Armadales	13	12	9		<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>	3	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>
1133609	Canning Vale	33	38	10	<b>PD</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>19</b>	<b>7</b>	<b>7</b>	<b>2</b>	<b>1</b>
1363463	Southern River	21	20	10	<b>PD</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>9</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>1</b>
<b>S32</b>	<b>Distinguished Area Governor David Fox CC</b>																
5491	Fremantle Gateway	22	23	7	<b>SD</b>	<b>2</b>	1			<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>1</b>
5769	Victoria Quay	25	27	10	<b>PD</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>2</b>	<b>1</b>
1068213	Fremantle Gourmet	20	20	6	<b>D</b>	<b>2</b>				<b>1</b>	<b>1</b>	<b>4</b>	2	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>
1204806	Netmasters	8	13	5	<b>D</b>	<b>2</b>				<b>1</b>		<b>4</b>	3	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>
1375364	Rockingham	20	14	4		1		<b>1</b>				<b>4</b>	<b>11</b>	4	0	<b>1</b>	<b>1</b>

<b>S33</b>	Area Governor <b>Allan Burt CC</b>																
2236	Belmont	14	20	9	PD	2		1	1	1	1	4	6	6	4	2	1
7986	Western Founders	20	14	4		1						4	2	5	4	2	1
1150233	Cannington Comm...	20	10	4					1	1		4	1	4	2	2	1
1437841	Victoria Park	22	27	9	PD	1		1	1	1	1	4	15	6	4	2	1
<b>S34</b>	Area Governor <b>Trish Rice ACS</b>																
3065	Bunbury	15	13	3		2						4	2	4	0	2	1
7486	Mandjar	11	17	3		1						4	10	1	1	2	1
9773	Margaret River	11	14	5		1			1			4	4	5	5	1	1
751215	Jetty	20	20	9	PD	2	2	1	3	1	1	4	2	5	4	2	1
<b>S35</b>	Distinguished Area Governor <b>Jackie Perriman ACS</b>																
6438	Murdoch Southsiders	17	19	8		2		1		1	1	4	12	6	4	1	1
8453	Successful	13	15	8		2	1	1	2	1	1	4	5	4	3	2	1
1077268	WA Governors	22	22	9	PD	2	1	1	1	1	1	4	4	7	7	2	1
1304157	Applecross	20	26	10	PD	2	2	1	1	1	1	4	13D	7	6	2	1
1372829	Wescef	29	20	6	D	2				1	1	4		4	7	2	1
<b>Southern Awards June 30 2012</b>				121	9	34	23	12	26	15	31	88	115	106	88	41	21
<b>Membership Jun 30 2012</b>			410	18.6	Average Members per current 22 clubs					Congratulations Jackie Perriman & Ross Wilkinson for the Charter of Applecross in August, 2011							
<b>Membership July 1, 2011</b>			409	19.5	Average Members per 22 clubs					Southern Division Year start totals					21		

## WA Membership Summaries

	Central			Northern			Southern			WA		
	Members	Clubs	Average	Members	Clubs	Average	Members	Clubs	Average	Members	Clubs	Average
July 1, 2011	329	19	17.3	367	20	18.4	409	21	19.5	1105	60	18.4
Sep 30, 2011	357	19	18.7	402	20	20.1	457	22	20.8	1216	61	19.9
Mar 31 2012	389	20	19.5	382	20	19.1	412	22	18.7	1179	62	19.0
<b>Jun 30 2012</b>	457	21	21.8	354	20	17.7	410	22	18.6	1221	62	19.7

**Attachment 2**

May 2013 Kings Convention Bid Budget

**District 17 May 2013 Kings Convention Bid Budget \$250 - \$300**

		125		150		175		Comments	
<b>EXPENSES:</b>									
<b>Venue Hire</b>									
Friday Night	375	375	375	375	375	375	375	Charles and James rooms Complimentary 3 days	
Sat contests /AGM - hall	0	0	0	0	0	0	0		
Sat Plenary room	750	750	750	750	750	750	750		
Sun Workshop	0	0	0	0	0	0	0		
Sun Plenary	375	375	375	375	375	375	375		
Private room	0	0	0	0	0	0	0		
<b>Catering</b>									
		d/gates		d/gates		d/gates			
Friday Night BBQ	87%	45	<b>109</b>	4,905	<b>131</b>	5,895	<b>152</b>	6,840	Day Rate \$69.00 pp selected \$50 pp possible quote is \$60 per person Probably needs revision or delete.  Separate cost Charged at \$40
Sat Lunch +m/tea + a/tea	83%	100	<b>104</b>	10,400	<b>125</b>	12,500	<b>145</b>	14,500	
Sat dinner function		60	<b>104</b>	6,240	<b>125</b>	7,500	<b>145</b>	8,700	
Sat dinner function 5 hour drinks package		36	<b>104</b>	3,744	<b>125</b>	4,500	<b>145</b>	5,220	
Sat dinner drinks 83%		10	<b>104</b>	1,040	<b>125</b>	1,250	<b>145</b>	1,450	
DTM Breakfast			<b>80</b>	0	<b>80</b>	0	<b>80</b>	0	
Sunday lunch+ m/tea 80%		50	<b>100</b>	5,000	<b>120</b>	6,000	<b>140</b>	7,000	
Table decorations		500		500		500		500	
<b>Entertainment / Staging</b>									
Audio Visuals (Vines)		2,750		2,750		2,750		2,750	

AV Operator	1,000	1,000	1,000	1,000
Sat dinner band	1,700	1,700	1,700	1,700
Convention programmes - printing	10	1,250	1,500	1,750
District council AGM programme	10	District	District	District
Photocopying - general incl AGM	300	300	325	350
Stationery	250	250	275	300

confirm District will cover this cost

<b>Speakers</b>				
keynote speaker Rory Vaden	3,500	3,500	3,500	3,500
International President	3,500	3,500	3,500	3,500
International Director	3,000	3,000	3,000	3,000
	0	0	0	0
Workshop gifts x 4	100	100	100	100

Includes Travel, Accomodation Registration  
\$2500 + \$700 + \$300  
\$2000 + \$700 + \$300

suggest to provide a plaque for recognise services

<b>Competitions</b>				
First Timers Prize ribbon	20	20	20	20
Contest certificates x 12	150	150	150	150
Contest copying & stationery x 12	150	150	150	150
Contest awards x 12	400	400	400	400
Contest award engravingx 12	100	100	100	100

<b>Marketing</b>				
Advertising	Printing	2,000	2,000	2,000
	Mastheads	na		
General stationery incl postage		250	250	250
Registration - stationery		100	100	100



<b>Delegates</b>				
Name Tags	n/a			
<b>Administration</b>				
Stationery & Postage & copying		225	250	275
<b>Fees</b>				
Credit Card fees				
assume 4% fees on 25% of regs		363	412	453
Bank fees		50	50	50
<b>Total Expenses</b>		<b>54,487</b>	<b>61,177</b>	<b>67,608</b>

<b>INCOME</b>							
<b>Registrations</b>							
	cost	d/gates		d/gates		d/gates	
Contests only	20	40	800	40	800	40	800
Only attend Friday Night	90	20	1,800	20	1,800	20	1,800
Only attend Sat Day 12%	110	45	4,950	45	4,950	45	4,950 *
Only attend Sat Night 8%	120	10	1,200	10	1,200	10	1,200
Only attend Sun Day - 5 %	90	20	1,800	30	2,700	30	2,700
Full package 55%	290	68	19,720	82	23,780	96	27,840
Full package early bird 20%	260	30	7,800	30	7,800	30	7,800
DTM Breakfast	0	80	0	80	0	80	0
<b>Total Sat night attendance</b>		<b>103</b>		<b>130</b>		<b>145</b>	
<b>Total Registrations</b>		<b>125</b>		<b>150</b>		<b>175</b>	
<b>Credit card surcharge</b>							
\$6 per reg on 25% of registrations	6		187		225		262

<b>Sponsorships / Fundraising</b>	# 1	1,000	1,000	1,000	1,000	
	# 2	3,000	3,000	3,000	3,000	Quiz Night
	# 3	9,000	9,000	9,000	9,000	Speechcraft
<b>Donations Clubs</b>	# 4	2,000	2,000	2,000	2,000	
	# 5	0	0	0	0	
	# 6	0	0	0	0	
<b>Total income</b>			<b>53,257</b>	<b>58,255</b>	<b>62,352</b>	
<b>Profit / Loss</b>			<b>1,230</b>	<b>2,922</b>	<b>5,256</b>	

Final