



District 17 District Management Meeting

Meeting Minutes

Date: 02 September 2012
Time: 2pm to 4pm
Venue: 47 Jilakin Loop, Canningvale. WA
Attendees: Ross Wilkinson (RW) – District Governor
 Pascale Amberville-Colby (PAC) – LG Education & Training
 Robyn Richards (RR)- Lieutenant Governor Marketing
 Jeanette Farrar (JF) – District Secretary
 Mark Richards (MR) – Immediate Past District Governor
Apologies: Dietmar Mazanetz, Ian Pickens, Leonor Ragan, Bronwen Jones & Allan Burt

1. Minutes from last meeting

Actions items from previous meeting listed below;

Action Items Carried Forward

Agenda Item Number	Action
Item 8 From Jul	District Secretary to ensure that agenda is distributed two months prior to the 26/11/2012 District Council Meeting JF to submit to RW an email this week re requesting agenda items COB 20/11/2012.
Item 10 From Jul	All Executive Members to submit goals, aspiration and contact details to Mark Richards and David Nicholas for inclusion on the District 17 Website (PA, AB and RW to complete submissions for Website)
Report Actions From Aug	1. <i>LR to submit via email the Contest Dates to MR and JF for inclusion in calendar and D17 Website - Complete</i>
	2. <i>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 - Completed</i>
	3. <i>JF and MR to update calendar and D17 Website re proposed dates for competitions - Ongoing</i>
	4. <i>All website changes and updates are to be submitted to David Nicholas the Webmaster and please copy MR in on the email - Completed</i>
	5. <i>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 stories – Completed</i>

	6. <i>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 - Completed</i>
	7. <i>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 organize – Ongoing</i>
	8. <i>IP to supply DN and MR with the PPP Ladder for D 17 Website update – Ongoing</i>

JF moved minutes from last meeting be accepted RW Seconded. Motion carried.

2. Division Governor Reports

a. Central September 2012

Educational Awards

Area Number	CC	AC	CL	AL
(C1)	1			1
(C2)			1	
(C4)	1			
Total	2		1	1

Membership

Area Number	Base	31 Aug. 12	New
(C1)	109	117	8
(C2)	108	113	5
(C3)	93	102	9
(C4)	127	131	4
Total	437	463	26

Club Officer Training

Only two Corporate had 0 attendance and Roetoric. All other 17 Clubs have at least 4 officers trained.

Contact with Area Governors

We communicate on a regular basis via conference calls and email and one to one meetings with Individual Area Governors.

Items discussed included: Contact with Clubs and meeting Executive Officers. All well in Progress. COT training by 31th August has been completed for those clubs that required further training; club contest coordination and Area Visits are in Progress.

Area C1 Discussion in recent weeks has concerned promoting Club Contests; arranging Area Contests and arranging official Club visits for their Area Governor reporting. Some visits have been conducted and the others are being planned.

Area Visits

Area Governor C1 All completed and lodged except for Riverside Club.

Area Governor C2 All completed and lodged except for Central Communicators.

Area Governor C3 Completed City of Perth & Rising Stars. Will be visiting West End the second week in September. Waiting for confirmation from Electric Toasters.

Area Governor C4 Visited Curtin GSB, CPA and Water Corporation will be visiting Plain Speakers and Healthy next week.

Club Contests

Club Contests are being held during September.

Area C1: All contests have been held except for Riverside

Area C2: Three Out Of 5 club contests have been held.

Area C3: City of Perth Monday 3 September

Electric Toasters Thursday 13 September

West End Wednesday 26 September

Rising Stars Wednesday 26 September

Area C4: Only Curtin GSB has held the Club Contest. All others clubs to be schedule.

Area Contests

All area contests have been organised and dates passed to Mark Richards and David Nicholas. The dates are as follows:

Area C1:	11 September	5:30PM	Brisbane Hotel
Area C2:	18 September	11:30AM	Central Park
Area C3	17 October	6:00 PM	TBA
Area C4:	11 October	6:00PM	Curtin GSB

The Central Division final is to be held at The Palms Community Centre on Tuesday 30 October at 6:00PM

Other Information/Comments

Patricia D'Cruze has accepted her nomination to be the Coach for Justalk Club and the official request has been submitted to the District Governor and Lieutenant Governor Marketing to appoint Patricia D'Cruze.

Other Club in great need of a Club Coach is Northbridge.

*Submitted by: **Leonor Ragan** 1 September 2012
Central Division Division Governor 2012-2013*

RW moved Central Division Governors report be accepted, PAC Seconded. Motion carried.

Northern

RW submitted a very brief verbal report for Northern.

RW moved Northern Division Governors report be accepted, MR Seconded. Motion carried.

b. Southern

1. First Southern Division Council meeting attended by only one Area Governor That being Stephanie Chan and of course myself.

Two known apologies were Graham Macdonald and Tony Critchley.

Two non attending Area Governors without apology were Mubashir and Greg Lynn.

(See minutes at end of report)

It appears as though Tony Critchley (AG S34) has no intention of attending any Division Council meetings as he has already tendered an apology for October.

As Bunbury is now only 1.5-2 hours away I suggest we go there once and after that it is up to them to make an effort for the benefit of their area and clubs.

2. Gosnells Foothills requested I attend their meeting with Stephanie Chan as Stephanie indicated club membership was low at 8 and they need a Club Coach. I believe Stephanie may be too busy with Area Governor duties to be appointed co coach, however that is for others to decide.

I am willing to take on the role as Club Coach, providing they will be receptive to change. My suggestion so far has been to change the name to "Foothills Toastmasters" and drop the Gosnells. President Barbara Cole wants to change venue and I am supportive of that change.

The agenda is a major concern it looks obsolete and has only 2 speeches in a time of close to 100 minutes.

(See minutes at end of report)

3. Western Founders continues to promote membership from nearby University and still wants to promote themselves as an advanced club.

How can this be possible when new members struggle with English and have no experience and are faced with group evaluation? This is lowering the standard of an advanced club because there is nothing advanced going on and is sending the wrong message.

I believe an advanced club should be for existing members who have completed a minimum of 6 speeches at a community club, then join an advanced club.

It should not be available to new inexperienced members who struggle with English. There are two alternatives as I see it.

- A. WF continue as an advanced club that meets once a month and only accept membership from existing Toastmasters from other community clubs and not accept inexperienced members.

- B. They change their status to community club, meet twice a month and drop group evaluations and change their agenda to be community based club and accept whoever walks in the door.
4. District Management Meetings (DMM) should be aware of calendar events such as Fathers' Day and adjust meeting schedule accordingly.
 5. All Membership reports etc. are on the web site, it seems superfluous to repeat that information in a monthly report. Having said that, until they are officially withdrawn the reports are attached.
 6. Corporate Speechcraft I facilitated was completed Wed 29/8/2012 successfully, with 4 of 6 sessions having 11 participants and 2 of 6 sessions having 10 participants.

I believe 11 is 1 too many and we were not able to maintain timing.

The company chose the participants and paid for them to attend, so attendance although high is perhaps not a true indication as 7 of them were young foreign graduates.

Once again the perception that Toastmasters is an English teaching organisation not a public speaking organisation.

I believe we need to change this misconception ASAP to maintain a high standard of correctly spoken speeches delivered by articulate speakers who consider diction and grammar as an integral part of their delivery.

SOUTHERN DIVISION COUNCIL MEETING

Minutes of Meeting held on 13 August 2012, 3.30pm to 4pm at Warton Road Dome Café

Attendance : Allan Burt (AB), Division Governor
Stephanie Chan (SC), S31 Area Governor

Absent with apologies : Tony Critchley (TC), S34 Area Governor
Graham MacDonald (GM), S35 Area Governor

Absent without apologies : Greg Lynn (GL), S32 Area Governor
Mubashir Jehangiri (MJ), S33 Area Governor

Discussion Items	Action
<p>1. WELCOME</p> <ul style="list-style-type: none"> • AB not given advanced notice of S32 & S33 Area Governors' absence & made aware only upon contacting them at start of the meeting • All Area Governors (AG) to provide early notification of non-attendance to Division Governor for future meetings 	AGs
<p>2. DISTRICT NEWS</p> <ul style="list-style-type: none"> • District Executive Team now in Orlando, USA for the Toastmasters International Convention • Revision of Area, Division & District Recognition Programme ie qualifying requirements for Distinguished Area/Division/District. AGs to refer to Toastmasters International website or handout provided at AG training in June 	

2012 for details

3. **AREA NEWS**

- AGs to individually provide reports to Division Governor covering Area Contest, Area Success Plan and Issues for discussion, post Division Council Meeting

AGs

4. **DIVISION FINAL**

- Division Contest final will be held on Sunday 18 November 2012, 1.30pm to 4.30pm at Bullcreek Community Centre

AB

5. **GENERAL BUSINESS**

- No general business raised
- Next Division Council Meeting to be held on Sunday 14 October 2012, 10am to 11.30am.

All

Venue to be confirmed

AB

Minutes prepared by Stephanie Chan, S31 Area Governor

Action: PAC will be visiting Gosnells Toastmasters Club over the next week or so and the decision of Club Coach can be made after PAC's visit to site.

Southern Division Aug 2012 Report compiled by Allan Burt SDG

RW moved Southern Division Governors report be accepted. RR Seconded. Motion carried.

3. **Reports from**

a. **District Governor**

International Convention Report:

District 17 Select Distinguished in 2011-2012

It was outstanding result for D17 to achieve Select Distinguished in 2011-2012. Our IPDG, Mark Richards accepted the award on behalf of D17.

Mike Helm – International Director

Past D73 District Governor, Mike Helm was elected as Region 12's International Director on the Board of Toastmasters International. Region 12 is made up of all the Australian Districts, New Zealand and Papua New Guinea. Mike is the first West Australian to be an International Director for Toastmasters. Congratulations to Mike and his campaign committee in achieving this result.

District Training

District 17's Trio which is made up of the District Governor (Ross Wilkinson), the Lieutenant Governor of Education and Training (Pascale Amberville-Colby) and the Lieutenant Governor Marketing (Robyn Richards) participated in District Officer Training at the Convention. The training gave us numerous ideas to bring back to the District. Over the next few months the 3 of us will be sharing these ideas with our members.

Peter Law

This year Peter Law was the inaugural International Speech Contestant for District 17. Peter presented the speech which won him the District 17 International Speech Contest. The speech was warmly received. Unfortunately Peter did not place in the competition. However he gained a huge amount of experience from the event and has said he is more than willing to share what he learned with any fellow Toastmaster to help them improve their contest performance.

District Success Plan and the District 5 Year Plan

During the training sessions the District Trio worked on how to achieve the District Success Plan with the goal of being Presidents Distinguished this year. We also worked on the District 5 Year Plan which will be finalised in the next few days. Once completed the 5 Year Plan will be posted on the District web site so everyone knows the vision that the leadership group has for District 17.

Mark Richards – District Governor Panel

Mark Richards was selected as one of only 3 panelists' on the District Governor's Panel to take questions from all the incoming District Governor from around the world.

Ross Wilkinson DTM

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

b. Immediate Past Governor

Mark verbally reported the following;

- D17 was received really well at the International Convention – exciting
- Mark has placed photos of the International Convention on the D17 Website for all to enjoy
- Currently D17 has 1340 members which is an average of 21.5 members per club – this is the highest ever – very impressive
- Marketing is paramount over the ensuing weeks for the success of Quiz Night and the forthcoming Convention in May 2013
- Mark suggested that possibly a second/sub website could be developed for the purpose of the D17 Convention in May next year.

MR moved Immediate Past District Governors report be accepted, PAC Seconded. Motion carried

c. 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 International Convention ORLANDO - District Executive Training

The Lieutenant Governor Education & Training conducted at the Orlando convention was inspirational and motivational.

- It addressed the need to go back to basics which is the current theme of the organisation.
- There was an extreme focus on promoting and implementing the four core values.
- It was advised that the four core values be used as a scale of measurement to evaluate the success of the individual Toastmaster, club, area, division & district.
- It outlined the key steps to running a successful District Convention with specific attention on both contests and workshops.

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. The recently appointed three Northern Division Area Governors and one Central Division Area Governor were trained prior to the August 31st Deadline.

The second session of DOT – mid year training will take place in February 2013 following the District Executive's mid year Training. Planning is underway with a focus on Division & Area Governors;

- Implementation of the four core values scale of measurement.
- Responsibilities & parameters.
- Evaluation and assessment of the roles so far.
- Troubleshooting including identifying challenges and implementing resolutions.

The second session of TLI/COT will also focus on the same four areas aforementioned.

Toastmaster Leadership Institute - Club Officer Training

CDG Ragan, NDG Jones & SDG Burt were given authorization to conduct external TLI/COT for any club officer who had to leave their COT session early, or were unable to attend due to special circumstance.

CDG Ragan conducted external training for 6 club officers. The amended results are as follows:

279 Club Officers trained (63.26%) out of 441. Minimum requirements 252 officers – (110.71%)

51 out of 63 clubs at least 4 officers trained (80.95%). 16 Central, 18 Northern & 17 Southern Clubs met minimum requirements. Special acknowledgment to the following clubs, who had all 7 club officers trained. In order of completion; Noranda, Electric Toasters, Victoria Park, Canning Vale & Southern River.

Highlights & Benefits

- The workshops were well received across all 3 sessions. Remember – Steve Barry & Jeannette Farrar are planning a follow up workshop for February. Social Media Hitting Its Target – Lynette Delane will deliver a major workshop in March 2013.
- 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 the relevant information helping them to fulfill their roles and successfully carry out their duties.
- **Overall evaluation assessment - 44% Excellent, 46% Very Good, 9.33% Good, 0.67% Fair**

Distinguished Club Program – Educational Awards

- Both Northern & Southern Division are progressing on the lodgement of awards; **CCs (18), ACs (4), L/AL (20), LEX (3) includes 2 DTMs – John Pawley & Patricia Rice.**
- Encourage all clubs to achieve Distinguished Status as the minimum benchmark. No clubs have achieved Distinguished Status to date. Steady progress has commenced.
- Central Division – Young Guns – 2.

- Northern Division – Stirling – 3, TLI Training Group/Swan/Noranda – 2.
- Southern Division – Gosnells/Fremantle Gourmet/Canning Vale/Southern River/Victoria Quay/Belmont/Western Founders/Jetty - 2

District 17 Workshops

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

- Judging – Protocols & Procedures – Ian Pickens & Martin Lindsay (late 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)

We should consider running two workshops back to back and promote it as a special event,

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 24th-26th May 2013.

Our International President John Lau and International Director for Region 12 Mike Helm will be present.

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 – 24th – 26th 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 – 24th – 26th May 2013.

SUMMARY

The International District Executive Training in Orlando has offered much clarity and direction for the Education and Training to be conducted in District 17. It has been a promising start for Education & Training in WA. Both District & Club Officer Training Sessions has been extremely successful.

All West Australian TMs will be aware of requirement changes to achieve Distinguished Club, Area, Division and Districts status. The workshops to be scheduled will offer variety to our membership and leadership base. After D17s first year finishing 11th 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

Where Leaders Are Made

Action: PAC to book Judging and Contestants Workshop Venue for 22/09/2012

Action: RW to approach Murray Jorgensen with the view of asking him to be D17 Convention Chair for 2013.

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

d. Lieutenant Governor Marketing

I am happy to report that so far in this Toastmasters year we are progressing steadily with our membership goals. October renewals will give us a much better view of our retention rates.

Membership Building & Retention

As of August 31st, 10 clubs have achieved the first membership building goal and 2 of these have already achieved the second. I have sent congratulatory emails to all of these clubs with a reminder about the Marvellous Membership Building Contest since they have already achieved part of the criteria. A further 8 clubs have added 3 new members and are closing in on the first goal.

All clubs in the district will be sent an email regarding the midpoint of the Smedley Award period and urging them to strive to achieve this. 2 clubs have already achieved this award and 5 clubs have added 4 new members during August.

Several others have added 3 so I expect there to be quite a good number of clubs achieving this award this year. I will send encouragement emails to all clubs soon and congratulatory emails will be sent after the contest closes.

Reminders about renewals will be sent shortly including details of the Marvellous Membership Award which will encourage clubs to submit dues for 20 members before the end of September to be eligible for this award.

New Clubs

At this stage I have no further new club leads but I have followed up with David Nicholas regarding Maddison and he assures me that this will be chartering in the next few days. I have asked if he would like me to visit and encourage this to happen. I will be attending their next meeting.

All other leads will be followed up during this month to assess development.

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 networked with several districts in Orlando and have the basis of a very good training package to implement this program. I will present this in November and I hope to get Bull Creek Community Centre for this day. I will be requiring presenters to help as well as catering personnel.

Conclusion

I believe I have gained new skills, knowledge and resources from District Training and International Convention which I am confident will see us develop a strong club base with much new membership.

Robyn Richards DTM

District 17 LGM 2012-2013

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

e. Public Relations Officer

Please accept my apologies I had not realised this meeting was on father's day.

Website

A few have now renewed from FTH and now visible Still Plenty of work to do to convince others to join the Website revolution.

PPP

Very few people send details I will be ramping up a series of communication over the next month. I suppose the regular supports from last year are still there.

The PRO needs to pull his finger out and get this fire roaring.

Quiz night

After an initial flurry of excitement this has gone cold. I can report that all my clubs promote at meetings with President announcements or flyers. Not many tables booked yet.

Convention.

Frustrated that I have not had the deposit payment confirmed but all stays on track. I will have the revised program, running sheet, and task list out before end September. I still think we are missing an opportunity to trial an alternate program but will follow the party line and have it prepared and organised.

I only received one message about Tim Balckburn's suggestion for outside registration options. I have not followed references but the program appears to be sound and more reliable than pay pal.

Action: IP to ensure that adequate marketing is gained re advertising for Quiz night to be held on 19/10/2012

RW moved Public Relations Officers report be accepted, PAC Seconded. Motion carried.

f. District Treasurer

Nil report received

Action: RW to check with DM re on line training and what requirements are necessary for transfer of accounting to new executives

RW presented an overview of Treasurer's report be accepted, PAC Seconded. Motion carried.

4. General Business

Nil reported

5. Next Meeting

Date: 07 October, 2012

Time: 2.00pm

Venue: 47 Jilakin Loop, Canningvale. WA

Final