



## District 17 District Management Meeting

### Meeting Minutes

**Date:** 07 October 2012  
**Time:** 2pm to 4pm  
**Venue:** 47 Jilakin Loop, Canningvale. WA  
**Attendees:** Ross Wilkinson (RW) – District Governor  
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  
Léonor Ragan (LR) – Central Division Governor  
Bronwen Jones (BJ) – Northern Division Governor  
Allan Burt (AB) – Southern Division Governor  
**Apologies:** Pascale Amberville-Colby (PAC) – LG Education & Training

#### 1. Minutes from last meeting

##### *Action Items Carried Forward*

| <b>Agenda Item Number</b>  | <b>Action</b>   |
|----------------------------|---|
| <b>Item 10</b><br>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<br><br>(PA, AB and RW to complete submissions for Website) |
|                            | <i>IP to supply DN and MR with the PPP Ladder for D 17 Website update – Ongoing</i>   |
|                            | <i>Club Coach Gosnells - 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 club and after the club has relocated</i>   |

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

## 2. Division Governor Reports

### a. Central

#### Educational Awards

| Area Number           | CC               | AC       | CL       | AL       |
|-----------------------|------------------|----------|----------|----------|
| (C1)                  | 1                |          | 1        | 1        |
| (C2)                  | 1                | 1        | 1        |          |
| (C3)                  |                  | 1        | 1        |          |
| (C3)                  | 2                |          |          |          |
|                       |                  |          |          |          |
| <b>Total by Area</b>  | <b>4</b>         | <b>2</b> | <b>3</b> | <b>1</b> |
| <b>Division Total</b> | <b>10 Awards</b> |          |          |          |

#### Membership

- C1 The majority well above charter strength except for Northbridge Club.
- C2 No problems except for one Club. A Club coach has been appointed for JusTalk.
- C3 Generally healthy, except for West End (Membership is Currently seating at 16 Members. Patricia is working on this one). During recent meeting a plan for reviving the club Roetoric, has been put in place.
- C4 has a very strong membership. One club still has not done any renewals. However, the Club President has indicated that will be done early during the week of the 8<sup>th</sup> of October. Treasurer was away on holidays.

The Central Division has strong membership with an average is 23.8 per Club and 41 new members have join since the 1<sup>st</sup> of July 2012.

#### DGP Goals

Moving along still some resistance from at lest two of the Corporate Clubs.

#### Contact with Area Governors

Continuous communications not major concerns. Majority of queries has been around the contest and the contests new procedures.

#### Club Contests

- C1 and C2 Area Contests all completed. In C2 Area two of the clubs held a contest for the first time. These clubs were Guns n Roses and Toast2FS
- C3 One Club to complete contest next Wed 10<sup>th</sup> Oct. West End will send nominee. C3 Area Contests are Schedule for the 17th October.
- C4 Two Clubs completed their contests. One will have representatives for the area contests. The other two corporate clubs are resistant to out the Club activities. C4 Area contests are schedule for the 11 October.

The Central Division Contests Final preparation is well on the way.

#### Clubs Visits

- **C1** Four out of five are complete and reports have submitted to TMI.

- C2 All completed and submitted to TM.
- C3 Three completed.
- C3 Three completed.

## New Clubs

Bankwest is starting a new club. Anita Adhitya and I have met with the club committee and planned a demonstration meeting for Friday 12 October. They are well organised, have more than 20 prospective members, and after the demonstration meeting they expect to charter promptly.

Charlie's Hospital discussions are on the way.

The John Curtin Leadership group hopefully is considering their options on the best way for Toastmasters clubs or individuals to become involved. The group key staff needs to be the drivers of future club.

## Other Information/Comments

Northbridge is holding their 20th anniversary meeting on Thursday, 1 November at 12:15 pm. The Area Governor and the Club Officers would like to have as many District officials and Division Governors in attendance.

**Action: LR to organize and ensure that the Club Treasurer from JusTalk has access to the bank account.**

**Submitted by:** Leonor Ragan 5 October 2012  
Central Division Division Governor 2012-2013

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

### b. Northern

N21 : Club Contests – Sue Fallon

1. Area Governor's Visit ~ Goal setting with Clubs

| Area Gov    | Desparardos |        | Northern Lights |        | Sandgropers |        | Stirling   |        | Talkabout |        |
|-------------|-------------|--------|-----------------|--------|-------------|--------|------------|--------|-----------|--------|
| Club Visits | Visited     | Loaded | Visited         | Loaded | Visited     | Loaded | Visited    | Loaded | Visited   | Loaded |
| First       | 19 Oct 12   |        | 17 Oct 12       |        | 15/10/2012  |        | 17/10/2012 |        | 26 Sep 12 |        |
| Second      |             |        |                 |        |             |        |            |        |           |        |

2. Club Contests

| Area Gov    | Desparardos |            | Northern Lights |            | Sandgropers |            | Stirling   |            | Talkabout |            |
|-------------|-------------|------------|-----------------|------------|-------------|------------|------------|------------|-----------|------------|
| Club Visits | Adopted     | Monitoring | Adopted         | Monitoring | Adopted     | Monitoring | Adopted    | Monitoring | Adopted   | Monitoring |
| Contest 1   | 21 Sep 12   | @ Club     | 16 Sep 12       | @ Club     | 03/09/2012  | @ Club     | 12/09/2012 | @ Club     | 26 Sep 12 | @ Club     |
| Contest 2   |             |            |                 |            |             |            |            |            |           |            |

3. Area Contests

16<sup>th</sup> October 2012 @ Northern Lights

4. Division Contests (Contribution)

- 4.1. Location of Venue
- 4.2. Set up venue by 1:30 and clear venue after contest (team)
- 4.3. Signs for contestant and visitors on the day

5. Communication

Good

6. Issues Arising

Watch deadlines

N22 : Club Contests - Jeff Oliver

1. Area Governor's Visit ~ Goal setting with Clubs

| Area Gov    | St George's |        | Subiaco Early Birds |        | UWA     |        | TLI Training Group |        | Project Managers |        |
|-------------|-------------|--------|---------------------|--------|---------|--------|--------------------|--------|------------------|--------|
| Club Visits | Visited     | Loaded | Visited             | Loaded | Visited | Loaded | Visited            | Loaded | Visited          | Loaded |
| First       |             |        |                     |        |         |        |                    |        |                  |        |

2. Club Contests

| CONTEST RESULTS |     | St George's |            | Subiaco Early Birds |            | UWA     |            | TLI Training Group |            | Project Managers |            |
|-----------------|-----|-------------|------------|---------------------|------------|---------|------------|--------------------|------------|------------------|------------|
|                 |     | SURNAME     | First Name | SURNAME             | First Name | SURNAME | First Name | SURNAME            | First Name | SURNAME          | First Name |
| Humorous        | 1st |             |            |                     |            | Pierrot | Gilles     |                    |            |                  |            |
| Humorous        | 2nd |             |            |                     |            | Wallace | Justine    |                    |            |                  |            |
| Table Topics    | 1st |             |            |                     |            | Liew    | Yi-Choong  |                    |            |                  |            |
| Table Topics    | 2nd |             |            |                     |            | Hobbs   | Max        |                    |            |                  |            |
| Table Topics    | 3rd |             |            |                     |            | Martin  | Geoff      |                    |            |                  |            |
| Table Topics    | 4th |             |            |                     |            |         |            |                    |            |                  |            |

3. Area Contests

D17 Western Australia Area N22 6.00-7.45pm Thursday, 11 October 2012

VENUE – PMH Level 2 Function Room

Use Entrance 4 on Roberts Rd, right next to the pedestrian crossing traffic lights

|                           |                                      |                    |                                  |
|---------------------------|--------------------------------------|--------------------|----------------------------------|
| Area Contest Venue 11 Oct | Early Birds (6pm)                    | Timekeeper (1)     |                                  |
| Contest Prizes            | St. Georges                          | Timekeeper (2)     |                                  |
| Contest Certificates      | St Georges                           | Usher              |                                  |
| Contest Flier             | Lynette StG TM                       | Tally Counter      |                                  |
| Contest Catering          | Early Birds                          | Tally Counter      |                                  |
| Contest Program           | Jeff AGN22                           | Tally Counter      |                                  |
| Chair                     | Cole Vendevogel PMTM                 | Secret Judge       | It's a secret.                   |
| S@A                       | Ann Rogers SEB                       | Humorous/TT        | StG: Aaron Ross-Connolly/Lynette |
| Judge                     | Janice Meakin SEB                    | Humorous/TT        | SEB: Hilary Hatfield/ Ann Rogers |
| Judge                     | Meechan Wong                         | Humorous/TT        | UWA                              |
| Judge                     | Lesley French StGTML                 | Humorous/TT        | TLI                              |
| Judge                     | Lynette Delaney (Hum Contest)/ ..... |                    |                                  |
| Judge                     |                                      | Div Contest        | 3 November                       |
|                           |                                      | Area N22: Catering | <Leader + ??>                    |

4. Division Contests (Contribution)

Catering

5. Communication

6. Issues Arising

6.1. Dpcn

N23 : Club Contests – Gladys Lavell

1. Area Governor's Visit ~ Goal setting with Clubs

| Area Gov    | Swan    |        | Mundaring |        | Ellenbrook |        | Kalamunda |        | Guildford Stars |        |
|-------------|---------|--------|-----------|--------|------------|--------|-----------|--------|-----------------|--------|
| Club Visits | Visited | Loaded | Visited   | Loaded | Visited    | Loaded | Visited   | Loaded | Visited         | Loaded |
| First       |         |        |           |        |            |        |           |        |                 |        |
| Second      |         |        |           |        |            |        |           |        |                 |        |

## 2. Club Contests

| Area Gov    | Swan      |            | Mundaring |            | Ellenbrook |            | Kalamunda  |            | Guildford Stars |            |
|-------------|-----------|------------|-----------|------------|------------|------------|------------|------------|-----------------|------------|
| Club Visits | Adopted   | Monitoring | Adopted   | Monitoring | Adopted    | Monitoring | Adopted    | Monitoring | Adopted         | Monitoring |
| Contest 1   | 12 Sep 12 | @ club     | 04 Sep 12 | @ club     | 26/09/2012 | @ club     | 19/09/2012 | @ club     | 24 Sep 12       | @ club     |
| Contest 2   |           |            |           |            |            |            |            |            |                 |            |

### Winners

| CONTEST          | Swan    |            | Mundaring |            | Ellenbrook |            | Kalamunda |            | Guildford Stars |            |
|------------------|---------|------------|-----------|------------|------------|------------|-----------|------------|-----------------|------------|
| RESULTS          | SURNAME | First Name | SURNAME   | First Name | SURNAME    | First Name | SURNAME   | First Name | SURNAME         | First Name |
| Humorous 1st     | Pawley  | John       | Allen     | Judith     | Lindsay    | Martin     | Griffin   | Gary       | Smith           | Neville    |
| Table Topics 1st | Pawley  | John       | Allen     | Judith     | Post       | Vicky      | Gregory   | Lindsay    | Tay_Brighton    | Ros        |

## 3. Area Contests

### Mundaring – N23 Contest

This was a lovely evening and Gladys was in fine form. She and her team provided a lovely evening and some of the contestants were rolling around – literally. It was an entertaining evening and congratulation to the Matin Lindsay (Humorous) and John Pawley (Table Topics) Chief Judge Bronwen Jones, Other Judges :Gladys Lavell (Swan), Ray Martin (Ellenbrook), Martin Pearce (Kalamunda), Janette Edwards (Mundaring), Lynne Brighton (Guild for Stars), Ian Pickens (independent)

### 4. Division Contests (Contribution)

Trophies – Ordered

### 5. Communication

Gladys is a good communicator and I feel privileged to have her on the team.

### 6. Issues Arising

None

### N24 : Club Contests – Paul Hemming

### 1. Area Governor's Visit ~ Goal setting with Clubs

| Area Gov       | Banyandah   |        | HIGHGATE  |        | Maylands   |        | Noranda    |        | Touch of Gold |          |
|----------------|---|--------|-----------|--------|------------|--------|------------|--------|---------------|----------|
| Club Visits    | Visited   | Loaded | Visited   | Loaded | Visited    | Loaded | Visited    | Loaded | Visited       | Loaded   |
| First          | 22 Oct 12   |        | 16 Oct 12 |        | 22/11/2012 |        | 07/11/2012 |        | 07 Jul 12     | Dist/Gov |
| Second         |   |        |           |        |            |        |            |        |               |          |
| Area Contest 1 | 20/10/12 1:30 for 2pm Start St Albans Hall Corner of Beaufort St and St Albans Rd Highgate Org:Charles_fisher89@hotmail.com 9276 7348 |        |           |        |            |        |            |        |               |          |
| Area Contes 2  |   |        |           |        |            |        |            |        |               |          |

## 2. Club Contests

| CONTEST          | Banyandah |            | HIGHGATE |            | Maylands |            | Noranda |            | Touch of Gold |            |
|------------------|-----------|------------|----------|------------|----------|------------|---------|------------|---------------|------------|
| RESULTS          | SURNAME   | First Name | SURNAME  | First Name | SURNAME  | First Name | SURNAME | First Name | SURNAME       | First Name |
| Humorous 1st     | Taheny    | Joe        |          |            |          |            | NIL     | NIL        | Varley        | Janine     |
| Humorous 2nd     |           |            |          |            |          |            | NIL     | NIL        | Browning      | Paul       |
| Humorous 3rd     |           |            |          |            |          |            | NIL     | NIL        | Selleck       | Daniel     |
| Table Topics 1st | Taheny    | Joe        |          |            |          |            | NIL     | NIL        |               |            |
| Table Topics 2nd |           |            |          |            |          |            | NIL     | NIL        |               |            |

## 3. Area Contests

Run by Charles

### 4. Division Contests (Contribution)

Judges, contest chairs, paper work, certificates, dealing with contestant

5. Communication

Not attended meetings

Minimal emails

6. Issues Arising

Noranda – Did not have a club contest – no representative.

|       |   |         |      |            |
|-------|---|---------|------|------------|
| CPRES | M | Pawley  | John | 0432507929 |
| CVPE  | F | Hadrill | Nola |            |

Summary of Northern Division Goals Registered at Headquarters

| Club Number                                | Club Name           | Base   | Mem  | Total | 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 | Rene wals | Officer List |     |
|--|---------------------|--------|------|-------|--------------------------------------|-------|-------|---------|------|------|------------|-------------------------------------|----------------|-----------------|-----------|------------|-----------|--------------|-----|
|  |                     | Jul-01 | bers |       |                                      |       |       |         |      |      |            |                                     |                |                 |           |            |           |              | Now |
| <b>N21 Area Governor Sue Fallon ATMS</b>   |                     |        |      |       |                                      |       |       |         |      |      |            |                                     |                |                 |           |            |           |              |     |
| 3077                                       | Talkabout           | 17     | 20   |       |                                      |       |       |         |      |      |            |                                     | 3              |                 | 5         |            |           | 1            |     |
| 3432                                       | Sandgroppers        | 30     | 31   |       |                                      |       |       |         |      |      |            |                                     | 1              |                 | 6         |            |           | 1            |     |
| 4416                                       | Stirling            | 20     | 30   | 3     |                                      | 2     |       |         |      |      |            |                                     | 4              | 5               | 6         |            |           | 1            |     |
| 8924                                       | Northern Lights     | 22     | 29   | 2     |                                      |       |       |         |      |      |            |                                     | 4              | 2               | 2         |            | 1         | 1            |     |
| 1569226                                    | Desperados          | 26     | 27   | 1     |                                      | 1     |       |         |      |      |            |                                     | 1              |                 | 6         |            | 1         | 1            |     |
| <b>N22 Area Governor Jeff Oliver ATMB</b>  |                     |        |      |       |                                      |       |       |         |      |      |            |                                     |                |                 |           |            |           |              |     |
| 6312                                       | St George           | 20     | 23   | 1     |                                      | 1     |       |         |      |      |            |                                     | 2              |                 | 5         |            | 1         | 1            |     |
| 9703                                       | Subiaco Early Birds | 22     | 22   |       |                                      |       |       |         |      |      |            |                                     |                |                 | 4         |            |           | 1            |     |
| 1155864                                    | UWA                 | 26     | 28   | 1     |                                      |       |       |         |      |      |            |                                     | 2              |                 | 5         |            | 1         | 1            |     |
| 1204793                                    | TLI Training Group  | 6      | 6    | 3     |                                      |       |       |         |      | 1    | 2          |                                     |                |                 | 4         |            | 1         | 1            |     |
| 1581612                                    | Project Managers    | 20     | 23   | 1     |                                      |       |       |         |      |      |            |                                     | 3              |                 | 4         |            | 1         | 1            |     |
| <b>N23 Area Governor Gladys Lavell DTM</b> |                     |        |      |       |                                      |       |       |         |      |      |            |                                     |                |                 |           |            |           |              |     |
| 5839                                       | Swan                | 11     | 11   | 3     |                                      | 1     |       |         |      | 1    | 1          |                                     |                |                 | 6         |            | 1         | 1            |     |
| 8347                                       | Guildford Stars     | 14     | 16   | 2     |                                      |       |       |         |      | 1    |            |                                     | 2              |                 | 6         |            | 1         | 1            |     |
| 1304173                                    | Kalamunda           | 8      | 11   | 2     |                                      |       |       |         |      | 1    |            |                                     | 2              |                 | 3         |            | 1         | 1            |     |
| 1371947                                    | Mundaring           | 17     | 17   | 3     |                                      | 1     |       |         |      | 1    | 1          |                                     |                |                 | 6         |            | 1         | 1            |     |
| 1562202                                    | Ellenbrook          | 14     | 15   | 1     |                                      | 1     |       |         |      |      |            |                                     | 1              |                 | 5         |            | 1         | 1            |     |
| <b>N24 Area Governor Paul Hemmings ACB</b> |                     |        |      |       |                                      |       |       |         |      |      |            |                                     |                |                 |           |            |           |              |     |
| 1285                                       | Banyandah           | 14     | 16   |       |                                      |       |       |         |      |      |            |                                     | 2              |                 | 4         |            |           | 1            |     |
| 2111                                       | Maylands            | 26     | 28   |       |                                      | 1     |       |         |      |      |            |                                     | 2              |                 | 5         |            |           | 1            |     |
| 1110743                                    | Touch of Gold       | 21     | 21   |       |                                      |       |       |         |      |      |            |                                     |                |                 | 5         |            |           | 1            |     |
| 1196041                                    | Highgate            | 20     | 20   | 1     |                                      |       |       |         |      |      |            |                                     |                |                 | 4         |            | 1         | 1            |     |
| 1332936                                    | Noranda             | 13     | 18   | 3     |                                      | 1     |       |         |      | 1    |            |                                     | 4              | 1               | 7         |            | 1         | 1            |     |
| Northern Awards Sep 29, 2012               |                     |        |      | 27    |                                      | 9     |       |         |      | 6    | 4          |                                     | 33             | 8               | 98        |            | 13        | 20           |     |
| Membership Sep 26, 2012                    |                     |        | 412  | 20.6  | Average Members per current 20 clubs |       |       |         |      |      |            |                                     |                |                 |           |            |           |              |     |
| Membership July 1, 2012                    |                     |        | 365  | 18.3  | Average Members per 20 clubs         |       |       |         |      |      |            | Northern Division Year start totals |                |                 |           |            |           |              | 20  |

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

c. Southern Educational Awards

| Area Number | CC | AC | Ldr |
|-------------|----|----|-----|
| S31         |    |    |     |
| S32         |    |    |     |
| S33         |    |    |     |
| S34         |    |    |     |
| S35         |    |    |     |

Membership 482 as at 26/9/12 AVG. 21 Members per Club

DCP Goals – Total 55 as at 26/9/2012

Club Officer Training - Feb 2013

Contact with Area Governors - Regular contact by email  
Next Sth. Div. Council meeting 14/10/12 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 9/10/12 S35 22/10/12  
Southern Division Sun 18/11/12 Bull Creek 1:30pm - 4:30pm

Clubs - Gosnells Foothills needs coach  
Allan Burt SDG & Stephanie Chan AG S31 was reviewed 6/8/12  
Awaiting confirmation for appointment as club coach.

New Clubs - TBA

Successors for Governor Roles - TBA

Other Information/Comments – Stephanie Chan unable to attend her S31 contests  
D17 Website Last updated 26/9/2012

\*\*Please see Attachment 1 – Southern Division Table 1

Submitted by Allan Burt 7<sup>th</sup> October 2012  
Southern Division Governor 2012-2013

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

### 3. Reports from

#### a. District Governor

District Success Plan  
Submitted to TMI on time. To view go to the District 17 Central section of the TMI website.  
I will place a summary of the plan in the next edition of the Black Swan.

Distinguished District Plan Targets are:

Qualifying Requirements  
District Success Plan submitted on Time – Submitted on Time  
85% of Division and Area Governors trained – 93% trained

| Membership Payments       |      | Target | Increase |
|---------------------------|------|--------|----------|
| Base                      |      | 2512   | 0        |
| Distinguished             |      | 2588   | 76       |
| Select Distinguished      | 2638 | 126    |          |
| President's Distinguished | 2713 | 201    |          |

| Club Growth          |    | Target | Increase |
|----------------------|----|--------|----------|
| Base                 |    | 63     | 0        |
| Distinguished        |    | 65     | 2        |
| Select Distinguished | 67 | 4      |          |

|                           |        |          |
|---------------------------|--------|----------|
| President's Distinguished | 69     | 6        |
| Distinguished Clubs       | Target | Increase |
| Base                      | 36     | 0        |
| Distinguished             | 26     | 26       |
| Select Distinguished      | 29     | 3        |
| President's Distinguished | 32     | 6        |

#### District Budget

Congratulation to our District Treasurer, Dietmar Mazanetz for creating and submitting the District Budget on time. I would also like to thank Robyn Richards for her valuable input into the budget changes.

#### Black Swan

The Black Swan deadline is the last day of the month and any late articles will be held over for the next month's edition. For the September's edition the editor did not have any articles a few days before the end of the month. Please submit your article as they are written during the month and encourage all Area Governors and Clubs to submit at least one article a year.

#### Barrie Fuller

Region 12 Advisor, Barrie Fuller will be visiting D17 this year.

#### Management Styles

I encourage District Officers not to over commit in Club roles so they can commit sufficient time and effort into your District Officer role.

**Action: RW to compose and email Clubs information regarding DOT scheduled for 19/01/2013**

#### **Ross Wilkinson DTM District Governor, District 17**

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

#### **b. Past District Governor**

MR reported that the audit for TMI D17 previous year, has been completed.

MR reminded Executive that focus should be on the Council Meeting coming up in November.

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

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

Ross reported in Pascale's absence that the judging workshop for 2012 has been cancelled.

**Action: PAC to ensure that Judging Workshops are including in the COT 2013**

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

#### **d. Lieutenant Governor Marketing**

I wish I could say we are track with our membership goals but unfortunately, without accurate reports from Toastmasters, this is difficult. I *think* we are on track as new member numbers are definitely higher than this time last year and most clubs have paid October renewals. New club growth is slow but I anticipate this to



increase now as Area Governors become more comfortable in their role and we can focus on this.

### **Membership Building & Retention**

As of October 5<sup>th</sup>, 22 clubs have achieved the first membership building goal and 10 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 16 clubs have added 3 new members and are closing in on the first goal while 1 of the clubs that has achieved the first goal has an additional 3 new members, therefore closing in on the second goal.

**New members** to October 5th are **216** compared to **137** at month end of September last year.

Central – 65

Northern – 69

Southern – 82

6 clubs are still to pay **October Renewals**, 2 in each Division

Central – Perth Justalk & Healthy Toasters

Northern – Sandgroper & Maylands

Southern – Margaret River & TEEM

Once we get accurate reports from TI we will have a much better idea of retention.

### **New Clubs**

I have followed up with David Nicholas and Ross regarding **Madison**. I attended a meeting and found the club to be heading in the right direction except for actually chartering. I hope Ross can shed some more light on when this will happen.

I have had a new lead, via TI, from **KPMG** regarding a club within this company and the contact is consulting with and “nuting out” with the managers regarding the best time to hold meetings before we schedule a demo meeting. I anticipate this to be sooner rather than later as Cameron seemed anxious to get a club started.

David has contacted Patrick Grogan from **Seasons Funerals** but has not had a reply yet to my knowledge.

Leonor and her team are having a demo meeting next Friday, October 12<sup>th</sup> at **Bankwest** where it is likely to start a second club. I will be attending this meeting to help in any way Leonor and Anita require.

**Sir Charles Gairdiner Hospital** is moving very slowly. I will ask David to contact Wendy Jacobson again regarding this one.

**Phoenix** is building slowly according to John Palmer.

I have to contact Peter Jordan again regarding the club for **City Square**. He assured me several weeks ago he would chase this up. I will give him a gentle nudge this week.

I hope Leonor has an update on **Curtin GSB 2<sup>nd</sup>** club.

After our meeting at **Curtin University** I don't hold out a lot of hope of starting a new club there, as students seem too transient to maintain this. The whole project seemed too big to accomplish with an ideal outcome.

I have not followed up on the **WA Mines Department** yet but I will do this before our next meeting.

### **The Club Sponsors, Mentors & Coach Programme (SMAC)**

I have recruited Greg Madden and Mike Palmer to help me present this programme before the November District Council meeting at Bull Creek Community Centre and we are having a meeting this week to determine the outline and allocate sections for each of us to present. Both seemed excited to be helping. I think we will make an awesome team and with the material from District 3 we will present an outstanding workshop for our members.

### **Conclusion**

I feel energized now that we have some positive steps towards chartering new clubs and our membership building is progressing well. The next few weeks look like being busy consolidating these findings and preparing the SMAC Programme for November.

Robyn Richards DTM  
District 17 LGM 2012-2013

**Action: RR to formulate and distribute a flyer advertising Workshop to be held at the forthcoming Council meeting in November.**

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

#### **e. Public Relations Officer**

Organisation for Quiz night is coming along – should be a great night

Convention – IP is following up re free rooms and other reduced offering from Kings Hotel and will advise

**Action: Executive Members to assistant IP with prizes for Quiz night – any assistance would be greatly appreciated**

**Action: R W to email all TMI members in D17 requesting interested parities for membership on the Convention 2013 Committee.**

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

#### **f. District Treasurer**

DM reported that the 2012/2013 budget was submitted on time

DM submitted District 17 Cash Report as at 30/09/2012 (See attachment 2)

DM submitted an overview of District 17 Budget 2012-13 (See attachment 3)

**Action: RW authorizes that \$500 from D17 funds can be allocated to each Division for holding the finals.**

**Action: DM to organize for RR, RW and PAC to have viewing only of bank account**

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

#### **4. District 17 Convention**

**Action: IP to organise a flyer with details about the forthcoming 2013 D17 Convention.**

**Action: IP to organise a webpage to be included on the D17 website for bookings and information regarding the forthcoming 2013 D17 Convention.**

#### **5. New Business**

#### **6. Next Meeting**

**Date: 04/11/2012**

**Time: 2:00 pm**

**Venue:** 47 Jilakin Loop, Canningvale. WA

Meeting Minutes 07/10/2012



**Attachment 1**

**Southern Division - Allan Burt ACB**

| Club Number | Club Name                                  | Base Jul 1 | Members Now | Total Goals | Club Award | 2 CCs | + 2 CCs | 1 AC | + 1AC | 1 Cl or AL | +1 Cl or AL | 4 new members | +4 new members | 4 COT 1st  | +4 COT 2nd | Renewals   | Officer List |
|-------------|--|------------|-------------|-------------|------------|-------|---------|------|-------|------------|-------------|---------------|----------------|------------|------------|------------|--------------|
| <b>S31</b>  | Area Governor <b>Stephanie Chan</b>        |            |             |             |            |       |         |      |       |            |             |               |                | Needs both |            | Needs both |              |
| 8670        | Gosnells Foothills                         | 10         | 10          | 3           |            | 1     |         | 1    |       | 1          |             | 1             |                | 6          |            | 1          | 1            |
| 867905      | Armadale                                   | 12         | 12          | 2           |            |       |         | 1    |       |            |             |               |                | 4          |            | 1          | 1            |
| 1068213     | Fremantle Gourmet                          | 20         | 20          | 4           |            | 1     |         | 1    |       | 1          |             | 4             |                | 6          |            | 1          | 1            |
| 1133609     | Canning Vale                               | 38         | 46          | 5           | (D)        | 1     |         | 1    |       | 1          |             | 4             | 5              | 7          |            | 1          | 1            |
| 1363463     | Southern River                             | 20         | 25          | 4           |            | 1     |         |      |       | 1          | 1           | 4             | 1              | 7          |            | 1          | 1            |
| <b>S32</b>  | Area Governor <b>Greg Lynn ACS</b>         |            |             |             |            |       |         |      |       |            |             |               |                |            |            |            |              |
| 5491        | Fremantle Gateway                          | 23         | 23          | 1           |            | 1     |         |      |       |            |             | 3             |                | 4          |            | 1          | 1            |
| 5769        | Victoria Quay                              | 27         | 33          | 7           | (SD)       | 2     |         | 1    | 1     | 1          |             | 4             | 4              | 5          |            | 1          | 1            |
| 7486        | Mandjar                                    | 17         | 17          | 1           |            | 1     |         |      |       |            |             | 1             |                | 1          |            | 1          | 1            |
| 1204806     | Netmasters                                 | 13         | 13          | 1           |            |       |         |      |       |            |             | 3             |                | 4          |            | 1          | 1            |
| 1375364     | Rockingham                                 | 14         | 18          | 1           |            |       |         |      |       |            |             | 3             |                | 1          |            | 1          | 1            |
| <b>S33</b>  | Area Governor <b>Mubashir Jehangiri CC</b> |            |             |             |            |       |         |      |       |            |             |               |                |            |            |            |              |
| 2236        | Belmont                                    | 20         | 22          | 3           |            | 1     |         | 1    |       | 1          |             | 2             |                | 6          |            | 1          | 1            |
| 7986        | Western Founders                           | 14         | 17          | 4           |            | 1     |         |      |       | 1          |             | 4             | 1              | 4          |            | 1          | 1            |
| 1077268     | WA Governors                               | 22         | 23          | 2           |            | 1     |         |      |       | 1          |             | 1             |                | 6          |            | 1          | 1            |
| 1150233     | Cannington Comm...                         | 10         | 15          | 1           |            | 1     |         |      |       |            |             | 3             |                | 4          |            | 1          | 1            |
| 1437841     | Victoria Park                              | 27         | 35          | 4           |            | 1     |         |      |       | 1          |             | 4             | 4              | 7          |            | 1          | 1            |
| <b>S34</b>  | Area Governor <b>Tony Critchley</b>        |            |             |             |            |       |         |      |       |            |             |               |                |            |            |            |              |
| 3065        | Bunbury                                    | 13         | 16          | 1           |            | 1     |         |      |       |            |             | 3             |                | 2          |            | 1          | 1            |
| 9773        | Margaret River                             | 14         | 14          |             |            |       |         |      |       |            |             |               |                | 1          |            |            |              |

|                                     |                                       |    |     |      |   |  |    |  |  |   |          |          |          |          |    |          |          |          |  |
|-------------------------------------|---------------------------------------|----|-----|------|---|--|----|--|--|---|----------|----------|----------|----------|----|----------|----------|----------|--|
| 751215                              | Jetty                                 | 20 | 22  | 3    |   |  |    |  |  |   | <b>1</b> | <b>1</b> | 2        | 1        |    | <b>1</b> | <b>1</b> |          |  |
| 1505004                             | TEEM                                  | 10 | 10  |      |   |  |    |  |  |   |          |          |          | 1        |    |          | 1        |          |  |
| <b>S35</b>                          | <b>Area Governor Graham MacDonald</b> |    |     |      |   |  |    |  |  |   |          |          |          |          |    |          |          |          |  |
| 6438                                | Murdoch Southsiders                   | 19 | 20  | 4    |   |  |    |  |  |   | <b>1</b> |          | <b>4</b> | 3        | 6  |          | <b>1</b> | <b>1</b> |  |
| 8453                                | Successful                            | 15 | 16  | 2    |   |  |    |  |  |   | <b>1</b> |          | 2        |          | 6  |          | <b>1</b> | <b>1</b> |  |
| 1304157                             | Applecross                            | 26 | 34  | 4    |   |  |    |  |  |   | <b>1</b> |          | <b>4</b> | <b>6</b> | 5  |          | <b>1</b> | <b>1</b> |  |
| 1372829                             | Wescef                                | 20 | 21  | 2    |   |  |    |  |  |   | <b>1</b> |          | 2        |          | 5  |          | <b>1</b> | <b>1</b> |  |
| <b>Southern Awards Oct 05, 2012</b> |                                       |    |     | 55   |   |  | 17 |  | 5  | 1 | 14       | 2        | 42       | 18       | 96 |          | 21       | 22       |  |
| <b>Membership Sep 26, 2012</b>      |                                       |    | 482 | 20.9 | <b>Average Members per current<br/>23 clubs</b> |  |    |  |  |   |          |          |          |          |    |          |          |          |  |
| <b>Membership July 1, 2012</b>      |                                       |    | 410 | 18.4 | <b>Average Members per 23 clubs</b>             |  |    |  | <b>Southern Division Year start<br/>totals</b> |   |          |          | 23       |          |    |          |          |          |  |

Meeting Minutes 07/19/2012

# Attachment 2

## District 17 Cash Report as at 30.9.12

|                                       |                         |
|---------------------------------------|-------------------------|
|                                       | \$                      |
| <b>Available Funds as at 30.9.12</b>  |                         |
| Bendigo Bank - balance as at 30.9.12  | 26,821.15               |
| District Reserve balance (*)          | 10,636.56               |
| Total Funds as at 30.9.12             | <u>37,457.71</u>        |
| less Minimum in District Reserve Fund | 5,068.00                |
| <b>Total Available Funds</b>          | <u><u>32,389.71</u></u> |

## Summary of Income and Expenses for the period 1.7.12 to 30.9.12

|                         |                          |
|-------------------------|--------------------------|
| <b>Receipts</b>         | \$                       |
| Change-over Dinner      | 465.00                   |
| Convention 2012 Monies  | 285.00                   |
| Convention 2013 Monies  | 1,200.00                 |
| Interest received       | 208.51                   |
| Money Vine              | 75.00                    |
| Quiz Night              | 740.00                   |
| <b>Total Receipts</b>   | <u>2,973.51</u>          |
| <b>Payments</b>         |                          |
| Bank fees               | 3.00                     |
| Contest costs           | 175.50                   |
| Convention 2013 deposit | 500.00                   |
| Functions costs         | 85.00                    |
| Insurance               | 233.85                   |
| Miscellaneous           | 537.75                   |
| Printing                | 1,638.00                 |
| Software costs          | 230.00                   |
| TI Conference           | 488.43                   |
| TLI                     | 2,023.10                 |
| Tompkins in the Park    | 5,270.00                 |
| Trophies                | 1,905.80                 |
| <b>Total Payments</b>   | <u>12,411.93</u>         |
| <b>Net Movement</b>     | <u><u>(9,438.42)</u></u> |

(\*) District Reserve balance as at 31.8.12  
(the Sept 2012 statement has not been issued)

# Attachment 3

**TOASTMASTERS INTERNATIONAL** District #: 17  
 Budget Currency: AUD  
 Fiscal Year: 2012-13

|   | Jul-12       | Aug-12     | Sep-12       | Oct-12       | Nov-12         | Dec-12         | Jan-13         | Feb-13         | Mar-13       | Apr-13       | May-13        | Jun-13         | Total         |
|---|--------------|------------|--------------|--------------|----------------|----------------|----------------|----------------|--------------|--------------|---------------|----------------|---------------|
| Membership revenue                        | 196          | 247        | 5,457        | 2,061        | 1,320          | 237            | 226            | 427            | 5,503        | 2,557        | 1,203         | 836            | 20,270        |
| Conference revenue                        | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | 50,300        | -              | 50,300        |
| Fundraising revenue                       | 250          | -          | 250          | 2,700        | -              | -              | -              | -              | -            | -            | -             | -              | 3,200         |
| TLI revenue                               | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| District store revenue                    | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| Speech contest revenue                    | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| Other revenue                             | 10           | 10         | 10           | 10           | 10             | 10             | 10             | 10             | 10           | 10           | 10            | 10             | 120           |
| <b>Total revenue</b>                      | <b>456</b>   | <b>257</b> | <b>5,717</b> | <b>4,771</b> | <b>1,330</b>   | <b>247</b>     | <b>236</b>     | <b>437</b>     | <b>5,513</b> | <b>2,567</b> | <b>51,513</b> | <b>846</b>     | <b>73,890</b> |
| Conference expense                        | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | 47,270        | -              | 47,270        |
| Fundraising expense                       | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| TLI expense                               | 850          | -          | -            | -            | -              | -              | 850            | -              | -            | -            | -             | -              | 1,700         |
| District store expense                    | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| Marketing expense                         | -            | -          | 750          | 600          | 2,100          | 750            | 750            | 750            | 900          | 750          | 2,350         | 1,200          | 10,900        |
| Communications & public relations expense | -            | -          | -            | -            | -              | 600            | 50             | 50             | 100          | 50           | 50            | 600            | 1,500         |
| Education & training expense              | 100          | 150        | 1,250        | 150          | 570            | 150            | 450            | 150            | 250          | 150          | 150           | 850            | 4,370         |
| Speech contest expense                    | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| Administration expense                    | -            | 50         | 80           | 780          | 80             | 80             | 80             | 80             | 80           | 580          | 80            | 80             | 2,050         |
| Travel expense                            | -            | -          | 2,075        | -            | -              | -              | -              | 1,700          | 275          | -            | -             | 2,000          | 6,050         |
| Other expense                             | -            | -          | -            | -            | -              | -              | -              | -              | -            | -            | -             | -              | -             |
| <b>Total Expense</b>                      | <b>950</b>   | <b>200</b> | <b>4,155</b> | <b>1,530</b> | <b>2,750</b>   | <b>1,580</b>   | <b>2,180</b>   | <b>2,730</b>   | <b>1,805</b> | <b>1,530</b> | <b>49,900</b> | <b>4,730</b>   | <b>73,840</b> |
| <b>District net Income/(loss)</b>         | <b>(494)</b> | <b>57</b>  | <b>1,562</b> | <b>3,241</b> | <b>(1,420)</b> | <b>(1,333)</b> | <b>(1,944)</b> | <b>(2,293)</b> | <b>3,908</b> | <b>1,037</b> | <b>1,613</b>  | <b>(3,884)</b> | <b>50</b>     |

| District governor                          | Date |
|--|------|
|  |      |
| Lieutenant governor education and training | Date |
|  |      |
| Lieutenant governor marketing              | Date |
|  |      |
| District treasurer                         | Date |
|  |      |

|   | Total         | Budget        | %     | Policy Max |
|---|---------------|---------------|-------|------------|
| Conference expense                        | 47,270        | -             | -     | -          |
| Fundraising expense                       | -             | -             | -     | -          |
| District store expense                    | 10,900        | -             | -     | -          |
| Marketing expense                         | 58,170        | 78,850        | 78.8% | Unlimited  |
| TLI expense                               | 1,700         | -             | -     | -          |
| Education & training expense              | 4,370         | -             | -     | -          |
|   | 6,070         | 8.2%          | 8.2%  | 30.0%      |
| Communications & public relations expense | 1,500         | 2.0%          | 2.0%  | 25.0%      |
| Speech contest expense                    | -             | 0.0%          | 0.0%  | 10.0%      |
| Administration expense                    | 2,050         | 2.8%          | 2.8%  | 20.0%      |
| Travel expense                            | 6,050         | 8.2%          | 8.2%  | 30.0%      |
| Other expense                             | 9,600         | 0.0%          | 0.0%  | 10.0%      |
| <b>Total Expenses</b>                     | <b>73,840</b> | <b>100.0%</b> |       |            |

Cash & Cash Equivalents per Balance Sheet as of June 30 2012 49,978.99

Retention amount needed on June 30, 2013\* 5068

Remaining funds at Year-end (estimated)\*\* 44,960.99

\*This amount is provided by World Headquarters in an email.

\*\*The goal is to budget the Remaining funds at Year-end to be as close to zero as possible without creating a loss. This amount should not be negative.