



District 17 District Management Meeting

Meeting Minutes

Date: 07/04/2013

Time: 1-5pm

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
 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

Visitor: Janette Edwards (JE) – Convention Chair 2013
 Nola Haddrill (NH) – Information Contact
 Liz Fisher (LF) – DTM Breakfast

Apologies: Nil

1. Minutes from last meeting

Action Items Carried Forward

Agenda Item Number	Action
Ongoing	PAC, AB & RW to submit goals, aspirations 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) Ongoing
Nov 2013	IP will distribute Change Over Dinner details within the next two weeks. Venue is booked. IP to email MR with details for website.
Nov 2013	IP to organize and prepare for DMM Committee the Program re Change Over Dinner within the next two weeks.
Ongoing	DM to organize and request Drawdown monies from TMI before the end of this financial year. DM and RW to liaise with exact amount of monies required for drawdown

Ongoing	MR was given authorisation to purchase a Portable Screen and portable Sound System up to the value of \$2500 to \$3000 maximum total for both items. These assets will be located at 47 Jilakin Loop, Canningvale WA and can be utilised for TMI training and other programs as required.
----------------	---

JF moved minutes from DMM meeting held 03/02/2013 and last meeting held 10/03/2013 be accepted BJ Seconded. Motion carried.

2. Division Governor Reports

a. Central

Verbal report given by LR.

Club Officers are experiencing difficulties accessing the TMI website.

Due to judging criteria being changed it has become increasingly more difficult to source suitable judges

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

b. Northern

NORTHERN DIVISION	
	<p>In summary – items focused on by my AG’s this month</p> <ol style="list-style-type: none"> 1. List of dates for their area visits – load at HQ ASAP 2. Follow up with clubs – renewals (member/club in good standing) 3. Follow up with clubs – DCP : people who need speeches & leadership opportunities 4. Follow up with clubs – CONVENTION/REGISTER NOW (At the very least attend Contests to see their members compete) 5. Succession Planning & AGM 6. Area Contest – current status <p>NB : Northern Gourmet – chartered & doing well – committee meeting & election soon</p>

AREA SUMMARY

1	Division Contest
a. N21 – Sue Fallon	1) Sue’s HPL – Organising Division Contest
b. N22 - Jeff Oliver	2) N21 Catering & Administration
c. N23 – Gladys Lavell	3) N22 – Venue – setting up & Clearing up
d. N24 Charles Fisher	4) N23 – Trophies (1 st & 2 nd place)
	5) N24 Catering with N21
	Each Club will be asked for \$20 towards the event. Receipts have been made for clubs to use as an audit trail. A reconciliation will be done, with District being asked to pay the balance from NDG budget.
2	Area contests
	1) N21 – Mon 8 th April 6.30/7pm
	2) N22 – Thu 4 th April 5.30/6pm
	3) N23 – Sat 23 rd Mar 12.30/1pm
	4) N24 – Sat 16 th March 1.30/2pm

Northern Division – Governor Bronwen Jones ACB

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	
N21	Area Governor Sue Fallon ATMS																	
3077	Talkabout	17	19	3								4	2	5	4	2	1	
3432	Sandgroppers	30	31	5	(D)					1		4	4	6	4	1	1	
4416	Stirling	20	27	8	(SD)	2	1	1		1	1	4	10	6	7	1	1	
8924	Northern Lights	22	29	6	(D)	2	1	1		1		4	8	2	4	1	1	
1569226	Desperados	26	21	2		1						3		6	4	2	1	
2932197	Northern Gourmet	20	22															
N22	Area Governor Jeff Oliver ATMB																	
6312	St George	20	28	3		2						4	2	5	0	1	1	
9703	Subiaco Early Birds	22	20	4						1		4	2	4	4	1	1	
1155864	UWA	26	31	4								4	7	5	4	1	1	
1204793	TLI Training Group	6	6	4						1	2	1		4	5	1	1	
1581612	Project Managers	20	25	4		1		1				4	3	4	6	2	1	
N23	Area Governor Gladys Lavell DTM																	
5839	Swan	11	11	4		1				1	2	2		6	5	1	1	
8347	Guildford Stars	14	16	6				1		1	1	4	1	6	6	2	1	
1304173	Kalamunda	9	16	4						1		4	5	3	4	1	1	
1371947	Mundaring	17	13	4		1				1	1	3		6	5	2	1	
1562202	Ellenbrook	14	18	8		2		1		1	2	4	5	5	4	2	1	
N24	Area Governor Charles Fisher ACS																	
1285	Banyandah	14	19	3								4	5	4	1	1	1	
2111	Maylands	26	23	5	(D)	2						4	9	5	4	1	1	
1110743	Touch of Gold	21	23	4		2		1				4	1	5	0	1	1	
1196041	Highgate	20	6	3				1				0		4	4	1	1	
1332936	Noranda	13	24	9	(PD)	2		1	1	1	2	4	10	7	7	1	1	
Northern Awards Mar 24 2017				87	(5)	17	1	4	1	11	10	69	64	98	82	26	20	
Membership Mar 23 2013			428	20.4	Average Members per current 21 clubs						Congratulations to Lisa Evans & Ross Wilkinson for the charter of Northern Gourmet							
Membership July 1, 2012			367	18.4	Average Members per 20 clubs						Northern Division Year start totals						20	

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

c. Southern

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
S31	Area Governor Stephanie Chan																
														Needs both		Needs both	
8670	Gosnells Foothills	10	6	5		2		1		1		2		6	4	2	1
867905	Armadale	12	4	7		2	2	1		1	1	2		4	6	2	1
1068213	Fremantle Gourmet	20	21	6	D	2		1		1		4	3	6	6	2	1
1133609	Canning Vale	38	26	10	PD	2	2	1	2	1	3	4	21	7	5	2	1
1363463	Southern River	20	8	9		2		1	1	1	1	4	5	7	5	2	1
S32	Area Governor Greg Lynn ACS																
5491	Fremantle Gateway	23	8	7		2	3			1		4	5	4	5	1	1
5769	Victoria Quay	27	26	10	PD	2	2	1	1	1	1	4	19	5	4	2	1
7486	Mandjar	17	9	2		1						4		1	0	2	1
1204806	Netmasters	13	13	7		1		1	1	1	2	4		4	4	2	1
1375364	Rockingham	14	8	3								4	6	1	5	2	1
S33	Area Governor Mubashir Jehangiri CC																

Two more deserving Toastmaster achieved their Distinguished Toastmaster Award in March. Jon Roberts received his first DTM and Martin Lindsay achieved his second DTM. JF moved District Governors report be accepted, LR Seconded. Motion carried.

b. Immediate Past District Governor

Verbal report given by MR

Nominations complete for 6/7 of executive roles for next year

Remainder of nominations ongoing

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

c. LG Education and Training

Verbal report given by PAC

Breakout Training Sessions – need to ensure that trainee is adequately trained

PAC moved LG Education & Training report be accepted, BJ Seconded. Motion carried.

d. LG Marketing

District 17 is now steaming towards our goals in all areas of membership building, new clubs and coaches however, I believe we still need to remain focused and ensure we meet these by Convention when International President, John Lau, visits. The Re-alignment Committee has presented the proposal to all club Presidents and there have been several reply emails discussing other options.

Membership Building & Retention

If the Toastmasters International figures are correct, our membership payments to date are 2374 which is 91.7% of our distinguished district goal. New members so far this year is at **483**, renewals are **1810** (786 April Renewals) and Charter members are **81**. We hope the Charter Members figure will rise soon as several demonstration meetings are to be held in the next few weeks.

Membership Building DCP Goals

As of the April 4th reports, 50 of our 66 clubs have achieved the first membership building goal and 27 of these have already achieved the second. A further 5 clubs have added 3 new members and are closing in on the first goal while 5 of the clubs that have achieved the first goal have an additional 3 new members, therefore closing in on the second goal.

New members to April 4th are **483** compared to **416** at the same time last year.

Central – 161	2011 – 2012 - 144
Northern – 146	2011 – 2012 - 110
Southern – 176	2011 – 2012 - 162

New Clubs

Northern Gourmet is chartered and an inside contact tells me they will be distinguished this year.

After our successful demonstration meeting at **KPMG** I expected this club to charter during February. Lauren has given all the information to the temporary committee to get the bank account etc before they will proceed. I will follow up this week to see if I can get in direct contact with one of these people.

Willetton Toastmasters are holding a demonstration meeting on Monday April 8th. Fiona McLean has lodged the Application to Organise and has the marketing plan in order. This club will relieve pressure on Canning Vale Toastmasters as several members who live in that area will transfer to Willetton once it charters.

During this month I have had contact from **URS** and we are holding a demonstration meeting on Wednesday April 17th. I expect this club to take a little time to charter but I am quietly confident.

David Nicholas has been working with Patrick from Seasons Funerals in Canning Vale regarding setting up **Canning Vale Storytellers**. David has lodged the application to organise and is negotiating a marketing plan but I have had no update on this club lately.

I have had little contact with Maddy from **Workforce Development** so this is on my "To do list".

Club Coaches

Mundaring and Mandjar now have 14 members; however I believe they should be still on our critical list. Highgate, Armadale and Margaret River are clubs eligible for a club coach. I am on the lookout for other members willing to step up as Club Coaches.

Re-alignment Committee

The Re-alignment Committee have presented our report to Club Presidents for discussion and I have had several reply emails with other options which should all be discussed at our District Council Meeting at the Jewel in the Crown Convention in May.

April Renewals

Touch of Gold are still showing as "Low – Minimum requirement not yet met". Cannington Communicators, TLI Training Group, Madison, Perth JusTalk and Victoria Park are yet to record any April Renewals. Perth JusTalk & Victoria Park have both contacted me during the week to say they are being processed soon, after some hiccups. I have sent emails to all the other Presidents, LGMs and Treasurers to remind them of this duty.

Graced Members

At this stage we have 547 "Graced" members across the district. I will forward the names to each Area Governor in the next few days for them to liaise with the clubs for follow up.

Conclusion

I am confident that we will meet our membership payments goal. Our new club possibilities are looking very promising whilst club coaches are being sought and appointed for clubs in need. The Re-alignment Proposal has been sent to Presidents and April Renewals are progressing reasonably well. Follow up will be made with clubs regarding "Graced" members this week. I believe we are on track to achieve at least Select Distinguished District Status in 2012-2013.

Robyn Richards DTM

District 17 LGM 2012-2013

RR moved LG Marketing report be accepted, BJ Seconded. Motion carried.

e. Public Relations Officer

No report given

f. District Treasurer

Please see attachment 1 for Treasurers Report

JF moved Treasurer's report be accepted, AB Seconded. Motion carried.

4. Convention 2013

Discussion around the Convention

Please see Running Sheet

5. General Business

AB raised a concern re inconsistency with training – BJ to email PAC with the details

6. Next Meeting

Date: 21/04/2013

Time: 1-3 pm

Venue: 47 Jilakin Loop, Canningvale WA

Minutes 07/04/2013

District 17 Cash Report as at 5.4.13

\$

Available Funds as at 5.4.13

Bendigo Bank - balance as at 5.4.13	38,068.29
District Reserve balance (*)	<u>12,577.06</u>
Total Funds as at 5.4.13	50,645.35

less Minimum in District Reserve Fund	<u>3,144.27</u>	25% of District Reserve balance
Total Available Funds	<u><u>47,501.09</u></u>	

Summary of Income and Expenses for the period 1.7.12 to 5.4.13

Receipts	\$
TI - Reimbursement of fees	9,477.88
Change-over Dinner 2012	465.00
Convention 2013 - Registrations	11,790.00
Convention 2013 - other Monies	1,200.00
Interest received	406.82
Money Vine	75.00
Quiz Night	<u>4,330.00</u>
Total Receipts	<u>27,744.70</u>

Payments

Area Expenses	76.05
Bank fees	10.40
Banners	202.35
Badges	381.52
Bond Venue	400.00
Change-over dinner 2012 Tompkins Park	5,529.53
Change-over dinner 2013 Tompkins Park - deposit	440.00
Convention 2013 King - venue & band deposits	2,500.00
Convention 2014 Mandurah - deposit	4,350.00
Contest costs	1,131.94
District Officer Training	244.88
Floral tributes	100.00
Insurance	233.85
Marketing - New Clubs	240.90
Postage	73.65
Printing	2,583.55
Software costs	230.00
TI Conference	2,208.43
TI Mid-year training	584.12
TLI costs 2012/13	4,007.43
TLI costs 2013/14	59.40
Trophies	<u>1,170.00</u>

Total Payments	<u>26,758.00</u>
-----------------------	------------------

Net Movement	<u>986.70</u>
---------------------	---------------

(*) District Reserve balance as at 28.2.12