



District 17 District Management Meeting

Minutes

Date: 8 September 2013
Time: 2pm to 4pm
Venue: 4 Cressbrook Way Carine

Attendees:

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

Apologies:

Mark Richards – Past District Governor, Chair 2014 Convention

1. **Minutes from last meeting** on 4 August 2013 accepted by PAC and seconded by SF
2. **Action Items Carried Forward**

Number	Action	Who	When?	Outcome
03/08/13	Circulate dates for future training once venues confirmed	RR	Before next meeting	Dates TBC pending venue. Ongoing
04/08/13	Visits to advanced clubs including Fremantle Gourmet and Northern Gourmet to present and source members to take on SMAC roles	IP	Ongoing	Ongoing
06/08/13	Develop templates for proposals for new and struggling clubs to access funds to assist with marketing	IP	By next meeting	IP has templates in progress. Ongoing
07/08/13	Source a Demonstration Team in each Division to attend new clubs and struggling clubs with Demonstration/Showcase meetings. * Coordinated by New Clubs Coordinators	Div Govs *	Ongoing	No progress. Ongoing
08/08/13	Amendments to Operational Resurrection strategy to be circulated out of session for discussion at next meeting	PAC	Before next meeting	Document to be circulated. Ongoing

3. Division Governor Reports

a. Central

CF moved that the Central Division Governor report be accepted. Seconded - SF. Motion carried.

Central Division Status Report - As at 6 September 2013

Educational Awards

Area Number	CC	AC	Ldr
C1	2	1	3
C2			2
C3		1	1
C4	1	1	
Total	3	3	6

Membership

Area Number	Member Count	New Members since 1 July
C1	144	11
C2	148	9
C3	123	6
C4	121	6
Total	536	32

DCP Goals

Area Number	Number of Goals
C1	4
C2	3
C3	3
C4	2
Total	12

Club Officer Training

July 2013

Area Number	Officers Trained
C1	17
C2	16
C3	31
C4	24
Total	88

Contact with Area Governors

Central division council meeting held on 26 August 2013

Contests

Area Number		
C1	Wednesday 23 October	Brisbane Hotel
C2	TBA	
C3	Tuesday 15 October	Shenton Park Community Centre
C4	Tuesday 8 October	Shenton Park Community Centre
Central Division	Tuesday 12 November	Shenton Park Community Centre

Area C4 - Inaugural club contests for the following clubs

Curtin GSB, held on	20 August
Curtin GSB Sundowners, held on	30 August
Plain Speakers, to be held on	11 September
CPA, to be held on	18 September

Clubs

New Clubs

Successors for Governor Roles

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

Other Information/Comments

*Submitted by Charles Fisher on 6 September 2013
Central Division Governor 2013-2014*

Above statistics were taken from the "Dashboard" report from the TI website

b. Northern

SF moved that the Northern Division Governors report be accepted. Seconded by RR. Motion carried.

Northern Division - 8 September 2013

Educational Awards

Area Number	CC	AC	Ldr
(ie) W16	17	AC	11
N21	2	2	1
N22	1	1	
N23			1
N24			1

Membership

N21 - membership fairly strong at most clubs, Talkabout may require some assistance

N22 - Subiaco Early Birds have acknowledged they may need a Club Coach

N23 -

N24 - Clubs not out of the woods yet, but an outstanding achievement to date (Swan 17 from 16, Guildford Stars 15 from 12, Kalamunda 19 from 15, Mundaring 14 from 11 & Ellenbrook 15 from 14, with +2 members to be submitted to TMI

N21 - PETER HARRISON

	TALKABOUT	S'GROPER'S	STIRLING	N LIGHTS	DESperados	N GOURMET
BASE	17	28	31	26	22	26
CURRENT	17	28	31	28	23	26
GROWTH	0	0	0	2	1	0

N22 - SCOTT NICHOLLS

	ST GEORGE	SUBI E BIRDS	UWA	TLI	PROJ MNGRS
BASE	21	11	30	6	27
CURRENT	22	13	36	6	28
GROWTH	1	2	6	6	1

N23 - JON ROBERTS

	SWAN	G STARS	KALAMUNDA	MUNDARING	ELLENBROOK
BASE	16	12	15	11	14
CURRENT	17	15	19	14	15
GROWTH	1	3	4	3	1

N24 - IVAN HENDERSON

	B'YANDAH	MAYLANDS	T OF GOLD	HIGHGATE	NORANDA
BASE	19	21	21	20	23

CURRENT	19	21	27	8	24
GROWTH	0	0	3	0	1

DCP Goals

Kalamunda & UWA has met first club goal with 4 new members

Club Officer Training

Club Training undertaken at Touch of Gold, Kalgoorlie

Contact with Area Governors

Recent contact with Peter Harrison & Scott Nicholls.

Peter visited Northern Lights to undertake the Chief Judge role at recent club contest.

I attended N22 Area Contest on Wednesday 4th September and N24 Area Contest on Saturday 7th September as Chief Judge. A number of reports made available this month.

Contests

N22 Area Contest on Wednesday 4/9/13.

Humorous winner - Caleb Tan

Table Topics winner - Chris Wright

N24 Area Contest on Saturday 7/9/13

Humorous winner - Ross Hinscliff

Table Topics winner - Ian Hart

N21 - Club Contests - DESperados Club Contest on 13/9/13 & Talkabout Club Contest on 11/9/13

N21 Area Contest Wednesday 18/9/13 at Stirling Toastmasters, Tuart College 6:30 for 7:00 pm start

N23 - Club Contests - Ellenbrook & Kalamunda on Wed 18/9/13, Guildford Stars Monday 23/9/13 & Swan Wednesday 25th/9/13

N23 Area Contest Wednesday 2nd October at Ellenbrook Toastmasters, 6:30pm for 7:00pm

Northern Division Contest Saturday 19 October 2013 at Bob Daniel Community Centre, Inglewood, 1:30pm for 2:00pm start

Clubs

New Clubs

Sandgroppers Toastmasters Club has agreed to sponsor proposed Currambine Club.

Successors for Governor Roles

Other Information/Comments

Feedback from N23 Clubs, membership of area, unanimously not in favour of running Club International Contests prior to Christmas.

Submitted by Sue Fallon 8/9/2013

c. Southern

Verbal report given by PAC who moved that the Southern Div Governors report be accepted. SF seconded. Motion carried.

Southern - September 2013

Educational Awards 39

Area Number	Total
S31	16
S32	17
S33	1
S34	0
S35	5

Membership 529

Area Number	Total
S31	153
S32	96
S33	89
S34	64
S35	127

DCP Goals 30

Area Number	Total
S31	11
S32	14
S33	0
S34	0
S35	5

Club Officer Training 113 (average 4.5)

Area Number	Total
S31	36
S32	24
S33	20
S34	5
S35	28

Contact with Area Governors William Placanica S31: weekly
 David Nicholas S32: fortnightly
 Annemarie de Heus S33: monthly
 Liz Clarke S24: every 2 month
 Fiona McLean S35: weekly

Contests: Area Finals
 October 17, S32; Fremantle Bowling club
 October 20, S34; Bunbury
 October 22, S35; Applecross
 October 28, S31; Willetton (Rostrata Family Centre)
 October??, S33; Belmont (date not confirmed)

Clubs S31 5 clubs
 S32 5 clubs
 S33 5 clubs
 S34 4 clubs
 S35 6 clubs

New Clubs:
 Canning Vale Storytellers
 Munster

Successors for Governor Roles:
 Very early days - many potential area governors in S31, S32, S35

Other Information/Comments

- a) Problem areas with the Division are related to either member numbers or club attitude. We have dangerously low numbers in several clubs: Phoenix with 8, Cannington Communicators with 7, Margaret River with 8, Madison with 9. Several others are below charter strength but as yet are not in danger. However, we are at the first renewal period of the year and by the end of October the picture will be much clearer and possibly much worse. I have advised all Area Governors to ensure that their clubs all send out renewal invoices quickly.

We have a bit of a problem with S34 clubs. Bunbury has 20 members, Manjar has 19 and Jetty has 17; all reasonably strong clubs. Bunbury had no officers trained, Manjar had 3, and Jetty had 2. I suspect it is more than just distance that kept them away from training. I would recommend that Ross and I visit the Southwest clubs and see a) if we can assess their keenness, and b) offer them whatever help we can. It may be possible to involve Mike Helm who indicated a willingness to visit the Southwest.

- b) As mentioned at the last meeting elements of Southern Division ran four Success/Leadership, Success/Communication presentations, namely Leadership Part I, Leadership Part II, How to Listen Effectively, How to Conduct Productive Meetings. It was designed as a trial to check out the logistics of the operation and to test drive the materials. Our audience was small, the current set of four presenters and additional guests who would like to participate in future presentations. Also, part of the process involved assessing the demand from Toastmasters to run presentations from these two series. This is where we began.

To enable the other Divisions to undertake a similar exercise I would like to offer this Plan of Action:

1. Determine the demand from members for undertaking presentations from these series. This is best delegated to the Area Governors who have more direct contact with the members most likely to participate.
2. Find a suitable venue, preferably free, with data projection and screen.
3. Pick a day, probably on the weekend, to run the event.
4. Acquire the required set of materials from clubs in your Division that have these manuals - arrange to photocopy consumable materials.
5. Determine who will deliver which presentation and for what duration.
6. Create the agenda according to how much time each presentation will take and how many you want to fit into the day.
7. Ensure the presenters have the necessary technology, lap top, software, etc. that is compatible with the projector.
8. Publicize the event to all clubs in the Division so that a decent size audience is available.
9. Assign someone the task of organizing morning teas and lunch; lunch would usually be at a nearby restaurant or take-away. Tea and coffee may be available at the venue; if not make alternate arrangements.

Take lots of photos and write up the story for the Black Swan and the various participating clubs' newsletters.

John Palmer
Southern Division Governor 2013/14

4. Executive Reports

a. District Governor

Verbal report given. PAC moved that District Governor report be accepted. Seconded CF. Motion carried.

DISTRICT GOVERNOR REPORT September 2013

International Convention 2013 – Cincinnati

I travelled with Lieutenant Governor Education & Training, Robyn Richards and Lieutenant Governor Marketing, Ian Pickens to the Toastmasters International Conference which in Cincinnati, OHIO, United States.

We departed on Thursday, 15th August. We had a five hour flight to Sydney, followed by a sixteen hour flight to Dallas and a connecting flight to Cincinnati. We had the opportunity to acclimatise over the weekend. Several days of intense training for our respective roles followed. We had the opportunity to speak to many other District Trios from around the world. This was invaluable to compare and contrast all our successes and challenges. There were several common themes, all the Trios we spoke to have the same challenges of membership retention and membership renewals. World Headquarters specified the most important function is to be of service to the member. The member always comes first.

We interviewed twenty candidates for the International Director positions. It was enlightening to witness Toastmasters operating on a global level. This prepared us for the most important event, to attend the Annual General Meeting in which seven of the International Director Positions were elected and the incoming International President George Yen succeeded outgoing International President John Lau. We were very proud of Mike Storkey who won the 2nd International Vice President Seat by a major landslide. Mike had completed his two years of service as Region 12 International Director over a year ago.

Our proudest moment was been welcomed onto centre stage and acknowledged and acknowledged by Outgoing International President John Lau, as one of 12 Districts to have achieved President's Distinguished Status.

My District Governor training sessions specified the looking beyond the District Trio to include the District Public Relations Officer. This was referred to as the Core Four of the District. Dan Rex reiterated this at the Board of Directors' meeting.

Thank you to all the clubs that submitted their proxies. This was an opportunity for your voice to be heard and to have an impact in voting in both International Officer elections and Proposal A.

I have been humbled and inspired by the commitment of our members, our club officers and our district officers. We still have a long year ahead to succeed in achieving our goals and most importantly looking after the needs of all our members.

The District Success Plan

Our District parameters and goals have been set for this year by TI World Headquarters.

Status	Membership Payments	Distinguished Clubs	New Clubs
CURRENT STATUS	0,136	02	1
Distinguished	3,088	28	3
Select Distinguished	3,148	32	4
President's Distinguished	3,248	35	6

The First New Club About To Charter

I am proud to announce that our first club 235 Toastmasters (C1) has chartered. The new Toastmaster year is barely a month old with our first success. Congratulations to Robyn and Mark Richards who were the driving force in making this success a reality.

David Nicholas and John Palmer are spearheading Munster (S32) and Canning Vale Storytellers (S31) respectively. Ivan Henderson and Touch of Gold Toastmasters Club are having demonstration meetings for Golden Gourmet and WA School of Mines, both in N24. Peter Harrison is working at Currambine (N21)

Toastmaster Leadership Institute - District Officer Training

Our new team of Division and Area Governors successfully completed at District Officer Training. I will acknowledge the hard work of our Lieutenant Governor Education Robyn Richards and I trained the last two officers, Northern Division Governor, Sue Fallon & N22 Area Governor, Scott Nicholls. to train, which will be done before the deadline.

Distinguished Club Program – Educational Awards

Last year, 11 Toastmasters achieved their Distinguished Toastmaster Award. This is the highest award Toastmasters bestows on a member as it recognises both the communication and leadership skills that the member has completed. An estimated 12,000 of toastmaster's 4 million past and present members have achieved the elite Distinguished Toastmaster status. The achievement of the Distinguished Toastmaster award in recognition of both individuals' commitment to Toastmaster's communication and leadership tracks.

In regards to awards lodged, to date there are 15 Competent Communicators, 16 Advanced Communicators and 24 Leadership Awards including 2 DTMs. Congratulations to Greg Lynn of Netmasters who became the first DTM of the year and a special acknowledgment to David Nicholas of Victoria Quay, who lodged his seventh DTM.

In regards to Distinguished Clubs, congratulations to Victoria Quay (S32) for becoming the first club to achieve Select Distinguished Status and to Canning Vale for also achieving Select Distinguished status

September Membership Renewals

We are currently in membership renewal mode. LGM Ian Pickens will email a reminder to all clubs in regards to meeting the membership renewal deadline on or before September 30th. This will be monitored by all three of our Division Governors who will coordinate their respective area governors.

I am aware that there are clubs who may have existing members not renewing due to work commitments and to achieving their original Toastmaster goal. Sometimes we forget that not every Toastmaster wants to embark on the DTM journey.

R.I.S.E To Every Toastmaster Occasion

Remember the four foundation stones of Toastmasters.

1. Respect for all members.
2. Integrity in following up on promises and commitments.
3. Service to the membership
4. Excellence in dedication to do your best.

I am humbled & inspired by the commitment of our members, our club officers & our district officers. We have an exciting, successful and rewarding year ahead for all of our members.

Pascale Amberville-Colby DTM

District 17 District Governor 2013-2014

Where Leaders Are Made

b. Lieutenant Governor Education & Training

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

LGET Report for DMM September 8, 2013

It has been a busy month with Trio Training and the International Convention in Cincinnati. I have also monitored educational awards submitted and updated District and Club Officer Training reports to TI.

District Officer Training

The 2 outstanding District Officers who had not been trained by last DMM have now been trained by DG, Pascale & me prior to us leaving for the US and this has been reported to TI. This now gives us 100% of District Officers trained for our DDP.

Toastmasters Leadership Institute including Club Officer Training

Pascale & Judith Allen travelled to Kalgoorlie early in August to complete Club Officer Training with Touch of Gold Toastmasters and 5 club officers attended. Pascale reports that this day was a huge success. I believe we should thank Judith for her commitment to this role as she is not required to perform these duties and we are indebted to her for this effort. I will send her a thank you card to show our appreciation. I reported the club officers trained to TI prior to leaving for the US.

Now that 235 Toastmasters has chartered, I have reported the training of the 4 officers who attended TLI of this club to TI on Friday September 6th.

This gives us 49 of the 70 clubs meeting the minimum of 4 club officers trained. I was disappointed that Area S34 Governor, Liz Clark was unable to encourage more club officers from this area to commit to a training day in Bunbury as planned. The apathy of these clubs is a concern for me and I believe we should discuss this to try to determine a strategy for the future.

Educational Awards

During August we had 6 x CC, 2 x ACB, 3 x ACS, 2 x CL, 2 x ALB & 2 x LDRXC awards lodged. The pleasing element of this is that our members are working on both tracks of the educational program and that most of these awards were submitted for first time awardees.

DCP Goals

Clubs are steadily achieving DCP goals and I expect this to rise quickly with October renewals in the next few weeks.

Future Training

Due to the unavailability of several venues for the planned September training, I have booked Technology Park for our October training and envisage having a morning and afternoon workshop to cover the 2 planned for September & October. Now I have secured venues, I will work on presenters for these and then begin heavy promotion. I have asked Peter Law & Martin Lindsay to design a workshop detailing the road to the semi finals of the World Championship of Public Speaking. I thought this might be an appropriate workshop to have prior to the November Council Meeting.

District Trio Training and International Convention in Cincinnati

It was indeed a busy time in Cincinnati with intensive training, candidate interviews and the International convention. I was happy to see more relevant training than last year and I have come home with many ideas for future training in our district.

I was a little disappointed that we missed out on a lot of networking opportunities by being in 5 or 6 separate hotels.

It was pleasing to see most of the candidates we considered the best for the positions were elected to the board. Congratulations should be sent to Mike Storkey on being elected 2nd Vice President.

Martin Lindsay represented our district extremely well and performed admirably in the Semi Finals of the International Speech contest. We should all be very proud of him.

Conclusion

It is pleasing to note that we now have 100% of our District Officers trained and 49 of our 70 clubs have met the minimum requirement of 4 club officers trained. Our members are working on both the educational & leadership tracks and submitting educational awards for their club's DCP. Future trainings dates have been confirmed and now presenters are being sought. Training and the International Convention in the US was successful and Martin represented us admirably.

Robyn Richards DTM

District 17 Lt Governor Education & Training 2013-2014

c. Lieutenant Governor Marketing

IP moved that the LGM report be accepted. Seconded by RW. Motion carried.

RR provided a card of thanks for all to sign in recognition to Judith Allen and her assistance with the Kalgoorlie training.

What is the start Point?

69 clubs in the district; 3 Divisions, 13 Areas

29 Clubs under charter strength

17 of those listed with less than 15 members,

12 of these clubs have 16 or more members. The relevance is meeting the first membership target will bring them to charter strength.

4 clubs with 15 members meaning a net growth of 5 will bring them also to charter strength.

Renewals Time

Crunch time this month with renewals I am interested to see how the numbers stack up after the money has been submitted.

Club Growth.

#1 235 Toastmasters Paper work submitted.

David Nicholas and Helio Cameron confident **Spearwood** will progress demonstration meeting to be held mid October

David Nicholas and John Palmer are investigating Canningvale Story Tellers. Very slow movement at this time due to illness and other priorities stays a green light highly possible.

Golden Gourmet according to our DG just needs one more mentor and the paperwork will be submitted. I have had no contact back from Kalgoorlie.

WA School of Mines according to our DG just needs one more mentor and the paperwork will be submitted. I have had no contact back from Kalgoorlie.

Deloitte

Discussion is being held Mike Helm and Ian Pickens Thursday. From here we will look to recruit mentors for the club and organize demonstration meeting and initial

documentation. Correspondence with the company rep very positive bright green light here

Follow up on letters of interest from pre July in progress very slow response.

2 Other expressions of interest received follow up in progress.

Next steps

1. Find people who want to achieve.
2. Find opportunities
3. Bring the people together with the opportunity.

Assistants

Of course Division Governors will be involved, seeking details from Area Governors, who will be prompting Presidents, but leading the charge will be the new club coordinators, (CD) VK Kutty, (ND) Martin Lindsay and (SD) David Nicholas.

I am very much looking forward to working with each of these and also you over the next 11 months.

The next big challenge

Renewals

Sunday, 8 September 2013

Date	Where lead came from	Name	Email Address	Company
27/05/2012	Morrie Goods	Stephen Hall	S.Hall@curtin.edu.au	WA School of Mines
5/06/2012	Peter Jordan	Annette Modin		City Square
5/01/2013	Info Kits @ TI	Skye Moxam		Ambulance Narrogin
15/02/2013	Phone call from website -message on my phone with email contact	Matt Griffiths		URS Level 4, 226 Adelaide Terrace, Perth
14/03/2013	Phone call from website message on my phone	Madelaine Derwort		Workforce Development Level 2, 172 St. Georges Terrace, Perth
19/03/2013	Info Kits 2 TI	Rosanna Crumpler		SKM Level 7, 263 Adelaide Tce Perth
16/04/2013	Info Kits @ TI	Kevin Alexanderman		Science of Ethics
14/05/2013	Info Kits @ TI	Debra Hartmann		Rio Tinto 152-158 St George's Tce Perth
13/06/2013	Info Kits @ TI	Stephen Clarke	10 Richardson Street, West Perth	SRK Consulting

July	Morrie Goods Info Kits @ TI	Lucy Honan		Golden Gourmet Community in Northam
August	Bryn Durrens	Kirsty O'Rourke	korourke@deloitte.com.au	Deloitte
August	Peter Harrison David Nicholas		Canningvale Story Tellers	Community in Currumbine Community in Canningvale
August	David Nicholas	Helio Cameron	Spearwood	
September	Info Kits @ TI	Lucy Honan		Community in Northam
September	Info Kits @ TI	Kelsie O'Connor	Northern Suburbs	Community Edith Cowan

d. Public Relations Officer

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

LR advised that the bowling club booking is confirmed and flyers will go out by email soon. It was agreed that IP and LR would meet separately to discuss Quiz Night.

LR raised that she had been asked by a club about a change to the criteria for the PPP. It was agreed that once the criteria has been set for the year there will not be any changes.



Public Relations Officer – District 17

September 2013

Websites:

- Working with Presidents and VP PR to either updates the websites or create new one. Slow response. Find a club websites listed in District 17 Websites

Up to now there are:

- 2 Updated Websites.
- Corporate (Not Yet status) should be change to Intranet.
- I compile a list of info that is not accurate either in TI club or at District 17.

Quiz Night

- Need Logo from Bowling Club to be included in Flyer as per DG instructions. I have visited a few clubs and promoted Quiz Night.
- I looked at the Dropbox and I have a list of questions. Need to clarify some items.
- Reserved: West End, Curtin UWA. There questions for reserved tables?
- Tables For Quiz Nigh Paid: Swan, Mundaring, and Paid.

- PPP Table Points (Latest Table Updated - Attached)

- Have added four more promotions.
- Below is the Updated PPP up to 3 September 2013 and the Promotion Award Legend.

POSITIVE PROMOTION PREMIERSHIP POINTS AS 8 SEPTEMBER		
CLUBS	PROMOTION AWARDED	POINTS
Rockingham	N,Gx12,6x6,AB	150
Western Founders	W,Gx5,M,AL,0	110
Mundaring	G,U,FE,S,H,AL	95
Guildford Stars	S,B,AL	80
Electric Toasters	AB,O	45
Southern River	N,U,FE	35
Ellenbrook	AL	25
DTM Pathway	W	20
Swan	S	20
Canning Vale	FE,N	15
CPA	M	10
Victoria Quay	B	10

e. District Treasurer

RT moved that the District Treasurer report be accepted. Seconded LE. Motion carried.

District Treasurer

New appointments and changes in bank signatories

PAC advised the appointment of the following District Officer positions for the 2013-14 year:

District Treasurer: Raj Thethy

District Secretary: Lisa Evans

The signing officers for the Bendigo Bank account for the District 17 are confirmed as follows:

District Governor: Pascale Amberville-Colby (signatory, full internet banking access and token rights)

District Treasurer: Raj Thethy (signatory, full internet banking access and token rights)

Lieutenant Governor Education and Training: Robyn Richards (signatory and viewing internet access)

Lieutenant Governor Marketing: Ian Pickens (signatory and viewing internet access)

The following are to be removed as signatories:

Past District Governor: Ross Wilkinson (signatory, Full Internet Banking Access and Token Rights)

Past District Treasurer: Dietmar Mazanetz (signatory, full internet banking access and token rights)

PAC moved that the change in signatories be accepted. RW seconded. Motion carried.

Treasurer's Report

DM advised that cash position as at 6 September 2013 is as follows:

Bendigo Bank: \$21,801.38.

Toastmaster International account as at 6 September 2013 is \$10,337.65 (August 2013 entries have not yet been entered by TI)

DM presented the Treasurer's Report and the Cash Report for the year ended 30 June 2013. He also provided a final summary of Convention 2013 income and expenses.

DM moved that the Treasurer's report for the year ended 30 June 2013 be accepted subject to audit. RW seconded. Motion carried.

Adherence to payment and reimbursement procedure

DM proposed that for the current year the system of submitting accounts and reimbursements, their approvals and payment authorization be strictly in line with the D17 procedure.

The procedure of submitting accounts can be viewed on the D17 website. If accounts are submitted promptly and the procedure is followed, there is no need for

District 17 Cash Report as at 30.6.13

	\$
Available Funds as at 30.6.13	
Bendigo Bank - balance as at 30.6.13	35,652.37
District Reserve balance (*)	5,961.57
Total Funds as at 30.6.13	<u>41,613.94</u>
less Minimum in District Reserve Fund	5,060.00
Total Available Funds	<u>40,553.94</u>

Summary of Income and Expenses for the period 1.7.12 to 30.6.13

Receipts	\$
TI - Reimbursement of fees	21,757.63
Change-over Dinner 2012	465.00
Change-over Dinner 2013	5,344.00
Convention 2013 - Registrations	38,260.00
Convention 2013 - other Monies	5,841.27
Interest received	491.01
Money Wine	75.00
Quiz Night	4,350.00
Total Receipts	<u>76,543.51</u>

Payments	
Area Expenses	76.05
Bank fees	21.40
Banners	1,951.61
Badges	626.52
Bond Venue	400.00
Change-over dinner 2012 Tompkins Park	5,379.53
Change-over dinner 2013 Tompkins Park - deposit	440.00
Convention Costs - 2013 Kings	46,945.39
Convention 2014 Mandurah - deposit	4,350.00
Contest costs	2,446.38
District Officer Training	1,316.42
Floral tributes	300.00
Insurance	253.85
Marketing - New Clubs	1,719.29
Postage	131.65
Printing	2,583.55
Software costs	230.00
TI Conference	3,180.83
TI Mid-year training	584.32
TIH costs 2012/13	5,702.30
TIH costs 2013/14	59.40
Trophies	2,440.00
Total Payments	<u>80,568.07</u>
Net Movement	<u>(4,024.16)</u>

Convention 2013 - Final result

Convention 2013 - Registrations	38,260.00
Convention Costs - 2013 Kings	(46,945.39)
Shortfall	<u>(8,685.39)</u>
and	
Convention 2013 - other Monies	5,841.27
Money Wine	75.00
Quiz Night	4,350.00
	<u>10,266.27</u>
Net surplus	<u>1,560.88</u>

f. Immediate Past District Governor

Nil to report.

5. New Business

5.1 Membership queries and issues.

PAC advised this item would be discussed out of session at a future meeting.

5.2 Darren La Croix Workshop and Philip Bendeich Visit

IP advised that Darren may be visiting Perth in March for other speaking engagements and there may be an opportunity to have him speak at a workshop.

Action: IP and RR to liaise and follow up with Darren the possibility of him presenting.

Darren Fleming is attending Perth supported by St Georges Toastmaster Club. IP suggested that Darren Fleming be asked to speak at the spring council meeting. It was agreed that a workshop by Darren would be well received.

ACTION: IP to follow up with St Georges Toastmasters about arrangements for Darren Fleming visit.

Phillip Bendeich is running for District Advisor and will be in Perth on 13-14 October and is interesting in speaking to D17. It was agreed that at short notice it would be difficult to find a suitable venue and the event may have poor attendance due to the Quiz night and Northern Division contest being held the same week. It was suggested that the executive arrange to meeting for discussions with Phillip.

5.3 September deadlines and executive reports

PAC requested that reports be submitted to the District Secretary three days prior to the meeting to be included in the meeting papers. If reports are received later, exec will need to bring their own copies to distribute.

PAC advised that September deadlines due to be submitted to TI are District Success Plan and District Budget to be actioned by 30 Sept.

d. Next Meeting

Date: 6 October

Time: 2 – 4 pm

Venue: 47 Jilakin Loop Canningvale