



District 17 District Management Meeting

Meeting Minutes

Date: 5th July 2014
Time: 12:45 pm to 1:40 pm
Venue: Lawlers Café, Shenton Park
Attendees: Robyn Richards (RR) – District Governor
Ian Pickens (IP) – Lieutenant Governor Education & Training
Leonor Ragan (LR) - Lieutenant Governor Marketing
Sue Fallon (SF) – Public Relations Officer
Maree Pickens (MP) – Northern Division Governor
Apologies: Chandana Weerasekera, Sandra Morton, Henry Yau, Stephanie Chan

1. Minutes from last meeting

Action Items Carried Forward

NIL

No minutes were presented.

2. Division Governor Reports

a. Central

No report given

b. Northern

During the transition a few issues have been identified and some lessons learned. It has been very challenging for Northern Area Governors to confirm who the new club officers are for their area clubs given this information is not available online until July 28, well after TLI. In one case, a President advised that they had not been advised officially of the new Area Governor and until they were they would not share contact details. On the positive side, some Presidents were sending a confirmation email introducing their new Area Governor to their membership. We recommend that next year, the names of the Area Governors be announced on the website, via email and in the Change Over Dinner promotion as soon as possible after the Convention during the transition period, subject to the AGs being finalised.

All Northern AGs were assigned tasks to assist with preparing and running TLI on Sat 12 July. Melinda Brennan, N21 AG has been very ill and Maree may need to assist her with catering tasks. Paul Browning, N26 AG has already been to Perth for DOT and Change Over Dinner so advised he would not be available to come to TLI. In preparing for TLI, it was identified that Cathy Kunzel, N25 AG has been asked to be the Toastmaster at the Southern Division TLI. In addition she is a presenter for the SAA/Secretaries breakout sessions at all three TLIs. She expressed concern with being asked to perform another activity for the Northern Division organised TLI, recruiting timekeepers. It is recommended that AGs are not used for key roles i.e. Toastmaster at TLIs outside their own Division TLI. This will avoid AGs being overburdened and free them to focus on their primary role of getting club officers to attend TLI and be available as much as possible to interact with their area club officers during registration and breaks.

Maree and Ian Pickens have agreed to deliver TLI training to the club officers for Touch of Gold and WASM clubs in Kalgoorlie on Sat 26 July. Maree and Melinda Brennan, N21 AG, are in discussions with Karratha Toastmasters to visit Karratha during August to conduct

TLI training, help run their first club Humorous and Table Topics contest and complete the Area Governor report.

Action: Maree to follow-up Northern AGs on assigned actions for Sat 12 July TLI and make sure they are on track. Maree to advise outcome of discussions for a planned visit to Karratha.

c. Southern

No report given

3. Reports from

a. District Governor

No report given

b. Lieutenant Governor Education &

No report given

c. Lieutenant Governor Marketing

No report given

d. Public Relations Officer

No report given

e. District Treasurer

No report given

4. New Business

a. District Bank Account

Control of the District 17 bank account is currently pending transition from the outgoing District Executive to the incoming District Executive.

Motion: Incoming District 17 District Governor, Robyn Richards, and Treasurer, Chandana Weerasekera, will have full access and the LGET, Ian Pickens, will have viewing access to the District 17 bank account at the Bendigo bank. Immediate Past District Governor, Pascale Amberville-Colby, Past Treasurers, Raj Thethy and Dietmar Mazanetz shall be removed from all bank access and signatories. This will be effective from submission of the bank's forms for a change of signatories.

RR moved, LR Seconded. Motion carried.

b. D17 Awards and Change Over dinner payment

The dinner was a huge success with 101 people attending the event at City West, in West Perth. The cost was \$60pp plus for a total of \$6060. A deposit of \$1500 was paid and the balance of \$4560 is now due. If the new District bank account signatories are not in place when the invoice is due then WA Governors Toastmasters Club will pay the invoice and submit the invoice for reimbursement by District as soon as practicable.

Action: Leonor to request invoice from City West and confirm due date for payment of balance. Leonor to confirm with Robyn if bank signatories in place to pay balance within due date. If not, Leonor, as President of WA Governors will submit invoice to Maree Pickens, as Treasurer of WA Governors for payment and submission to District for reimbursement.

c. District 17 Events Bookings

Discussed challenges of keeping track of bookings for events like the Awards and Change Over Dinner, Workshops, TLIs, Quiz Nights, and Conventions etc. especially when payment is required to cover catering and other variable costs. Have previously looked at online booking service, Eventbrite, but previously ruled out due to fees charged. Agreed we should take another look and research the options.

Actions: Sandra Morton, District 17 Secretary, to research options and cost benefits.

d. Rebuilding struggling clubs

Discussed budget for helping struggling clubs rebuild their membership to charter strength. Though the budget will include funds for this activity the budget is not yet finalised and wont be until approved by TI end August.

In 2013-2014 budget the allowance was \$300 for a struggling club and \$600 for establishing a new club. In 2014-2015 it is expected these allowances will be matched and possibly increased to approximately \$500 for a struggling club and \$700 for establishing a new club. Until the budget is approved by TI, anyone who seeks guidance on funds available to support club rebuilding activities should be advised to submit a plan and budget for their proposed activities using the above figures for guidance.

Currently there is a lot of useful guidance on how to conduct activities for establishing a new club, many of which are applicable for helping rebuild membership for a struggling club. However, there are no template plans that make it easier for people to provide the required detail to the District Executive so they can evaluate applications for funding.

Action: Sandra Morton, District 17 Secretary, to develop a template plan for funding application for helping rebuild struggling clubs.

e. Quiz Night

Sue Fallon advised that planning for the Quiz night was well underway. The Osborne Park Bowling Club has been tentatively booked for Friday 17 October. Venue has just sent booking papers and once finalised booking will be locked in.

Action: Sue Fallon, PR, to finalise booking papers and get Quiz night date listed in District calendar on website.

f. Positive Promotion Premiership

Sue Fallon advised that a new 'triple points' incentive will be launched at TLI. A series of numbered envelopes listing one PPP activity will be randomly distributed to VPPRs who attend TLI. If they submit evidence of completing this activity before the next TLI in February 2015 they will get triple the number of points eligible for that activity i.e. news article is normally 20 points, if the VPPR draws the envelope for submitting a news article and successfully completes it they will be awarded 60 points. Discussed whether this special promotion should be announced in the PRO presentation at TLI or just at the VPPR breakout session. It was agreed that it might be confusing for people to hear the details of the triple points promotion and some club officers might try to ask for envelopes on behalf of their VPPRs that can't attend.

Action: Sue to amend PRO presentation and remove details re triple points promotion and only include a brief reference. Instead details of the promotion should only be shared at the VPPR breakout session.

g. Toastmasters Leadership Institute Training Sessions – LGET, Ian Pickens

Planning for TLI is well advanced and email reminder to be sent out to current President's to circulate to incoming club officers to be sent today.

TLI breakouts for each club officer role is structured as follows:

Facilitator Intro

Presenter 1 – 10mins

Presenter 2 – 10mins

Presenter 3 – 10mins

Facilitated Q&A session with presenter panel

All of the relevant information in the TI's Club Officer Training pack will be covered and supplemented with some District specific information. All of the facilitators are members

of TLI Training Group and the majority of presenters were trained at the TLI training session in early June so they are well prepared. For expediency, presenters were recruited based on skill, experience and availability but not specifically to present COT sessions that aligned to their new club officer roles. For the February 2015 TLI's it is recommended that presenters be allocated COT sessions that align with one of their new club officer roles i.e. if they are a Treasurer in 2014-2015 they should ideally be presenting the Treasurer session. It is also recommended that future TLI Train-the-Trainer sessions are extended to 3hrs so that all presenters hear all COT session content so they can be signed off as having been trained in these roles. This would help with recruitment of presenters and assist presenters with more than one club officer role to complete the relevant club officer training. This also reduces the need for catch-up training at the end of the TLI sessions which is proving increasingly hard to accommodate.

Action: Ian to put in place selection process for February 2015 TLI that ensures club officer training session presenters currently perform that club officer role at one or more clubs. Ian also to extend duration of TLI Train-the-Trainer sessions to 3hrs to cover all COT session content.

Discussed agenda and challenge of fitting all desired elements in the agenda handout including:

- Main agenda
- COT session breakout details
- Evaluation form
- Coming events

Action: Ian to send reminder email of TLI dates, locations and times to outgoing President's to send to incoming club officers. Ian to update agenda and circulate to District Executive prior to printing for TLI.

5. Next Meeting

Date: 14th September 2014

Time: 1pm

Venue: 47 Jilakin Loop, Canningvale

SUMMARY OF ACTION ITEMS

Action Items Carried Forward

Meeting C/F From	Action Item No.	Action Item
NIL		•

Agenda Item Number	Action
2b	<ul style="list-style-type: none"> • Maree to follow-up Northern AGs on assigned actions for Sat 12 July TLI and make sure they are on track. Maree to advise outcome of discussions for a planned visit to Karratha.
4b	<ul style="list-style-type: none"> • Leonor to request invoice from City West and confirm due date for payment of balance. Leonor to confirm with Robyn if bank signatories in place to pay balance within due date. If not, Leonor, as President of WA Governors will submit invoice to Maree Pickens, as Treasurer of WA Governors for payment and submission to District for reimbursement.

4c	<ul style="list-style-type: none"> • Sandra Morton, District 17 Secretary, to research options and cost benefits.
4d	<ul style="list-style-type: none"> • Sandra Morton, District 17 Secretary, to develop a template plan for funding application for helping rebuild struggling clubs.
4e	<ul style="list-style-type: none"> • Sue Fallon, PR, to finalise booking papers and get Quiz night date listed in District calendar on website.
4f	<ul style="list-style-type: none"> • Sue to amend PRO presentation and remove details re triple points promotion and only include a brief reference. Instead details of the promotion should only be shared at the VPPR breakout session.
4g	<ul style="list-style-type: none"> • Ian to put in place selection process for February 2015 TLI that ensures club officer training session presenters currently perform that club officer role at one or more clubs. Ian also to extend duration of TLI Train-the-Trainer sessions to 3hrs to cover all COT session content. • Ian to send reminder email of TLI dates, locations and times to outgoing President's to send to incoming club officers. Ian to update agenda and circulate to District Executive prior to printing for TLI.