



District 17 District Management Meeting

Meeting Minutes

Date: 10th August 2014
Time: 1pm to 4pm
Venue: 47 Jilakin Loop, Canningvale
Attendees: Robyn Richards (RR) – District Governor
Ian Pickens (IP) – Lieutenant Governor Education & Training
Leonor Ragan (LR) - Lieutenant Governor Marketing
Chandana Weerasekera (CW) – District Treasurer
Sandra Morton (SM) – District Secretary
Apologies: Sue Fallon (SF) – Public Relations Officer
Henry Yau (HY) – Central Division Governor
Maree Pickens (MP) – Northern Division Governor
Stephanie Chan (SC) – Southern Division Governor

1. Minutes from last meeting

Action Items Carried Forward

Nil

No minutes presented.

2. Budget Planning

Robyn gave an overview of figures discussed during the Leadership Summit.

Contests

Money available for Area Governors and Division Governors for contests.

\$50 for Area Governors

\$200 for Division Governors

It was raised that clubs need to be encouraged to subsidy area contests.

Travel

As areas N26 and N34 are outside the metropolitan area extra kilometrage for those Area Governors would be set. It was suggested we give them money for a tank of petrol over kilometrage.

As clubs in Helen's area do not meet on the same days she would have extra trips and require more reimbursements for petrol.

In the case of Paul, money will be required to allow him to travel to Perth for council meetings and executive meetings.

In 2013/2014 \$8702.00 was spent on travel. This included a Karratha, also has accommodation for international and mid year training. It was thought this also included flights for Olivia Schofield to attend the District Convention.

Travel needs to increase due to travel to Karratha. There will be at least 4 flights this year for various toastmaster requirements such as District Governor and Area Governor visits. Six flights are to be budgeted for, but we don't have to use.

Travel to the District convention in Kalgoorlie for the District officer who are required to attend. DG, LGET, LGM, Treasurer, Secretary and Parliamentarian. Budget to seven people.

Accommodation paid for by district. It was suggested that there is a stipend and these people can claim up to a specific amount. Some of the district officers will only be allowed to claim for 1 night, whilst others able to claim for the whole convention.

Five nights accommodation for international convention. District officers training and business meeting. Dubai 3 nights accommodation for mid year training.

Area Governor and training for Kalgoorlie for Paul. Twice to Perth \$180 a trip.

Budget for travel to South West for Area Governor and for Club Officer training. We need to budget for six trips. A trip per club Margret River, Busselton and Bunbury. \$50 per trip \$300 dollars in total. Southwest training twice a year. Trip will be in the same day. Down in the morning and back at night. \$100 for Club Officer training.

Budget for Marketing

Leonor asked what money was spent on marketing for 2013/2014.

Rebuilding struggling clubs – members under 12. TI figures show 8 clubs with less than 12, however we think there is more. Budget for struggling clubs 15 at \$300 dollars. The clubs need to put in a proposal.

0 One per new club. \$120 includes postage. \$1200 dollars budgeted.

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90th Anniversary. Promotion in Perth to attract potential members and the Mayor of city Perth to be invited. About \$500 for venue hire. \$500 for marketing. \$500 for catering.

\$1500 in total for promotional items.

Education and training

Monies need to be budgeted for

- ❖ Training club officers
- ❖ Badges for triple crown. Badges are \$8 each. \$400 required.
- ❖ DTM medals and pins. \$200 required.
- ❖ Venue hire for TLI, DOT and workshops
- ❖ Food for TLI, \$500 each event
- ❖ Photocopying \$500
- ❖ Awards for at convention. Billang, certificates and covers. \$500 budgeted
- ❖ Trophies for change over dinner, \$2000 required
- ❖ Trophies for contests

Need to budget for two DEC meetings and district council meeting.

3. Next Meeting

Date: 14th September 2014

Time: 1pm

Venue: 47 Jilakin Loop, Canningvale