



District 17 District Management Meeting

Meeting Minutes

Date: 14th September 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
Sue Fallow (SF) – Public Relations Officer
Sandra Morton (SM) – District Secretary
Henry Yau (HY) – Central Division Governor
Maree Pickens (MP) – Northern Division Governor
Stephanie Chan (SC) – Southern Division Governor
Pascale Amberville-Colby (PAC) – Immediate Past District Governor
Apologies: Chandana Weerasekera(CW) – District Treasurer
Charles Fisher (CF) – District Parliamentarian

1. Minutes from last meeting

Action Items Carried Forward

Meeting C/F From 5th July 2014 **Action Item No.** 2b

Action Item

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.

Status Completed

Meeting C/F From 5th July 2014 **Action Item No.** 4b

Action Item

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.

Status Complete

Meeting C/F From 5th July 2014 **Action Item No.** 4c

Action Item

Sandra Morton, District 17 Secretary, to research options and cost benefits using an online booking system.

Status Ongoing

Meeting C/F From 5th July 2014 **Action Item No.** 4d

Action Item

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

Status Ongoing

Meeting C/F From 5th July 2014 **Action Item No.** 4e

Action Item

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

Status Completed

Meeting C/F From 5th July 2014 **Action Item No.** 4f

Action Item

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.

Status Completed

Meeting C/F From 5th July 2014 **Action Item No.** 4g

Action Item

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 sessions content and amend the TLI agenda to have at least 1 hour breakout sessions for club officer roles.

Ian to send reminder email of TLI dates, locations and times to outgoing President's to send to incoming club officers.

Status Ongoing

SM moved minutes from last meeting be accepted, MR Seconded. Motion carried.

Division Governor Reports

a. Central

Educational Awards

Even though there are not a lot of awards achieved by the clubs in the Central Division presently this is not a concern for now but in saying this, I am confident that this should not pose a problem for us. We now have a platform for which to build on. Committee members in the Clubs are ensuring that their meetings are fun and lively giving members every opportunity to make more speeches and take on more leadership roles.

Membership

Area C1 has 2 clubs that are struggling with membership (Riverside and Madison) and a club coach has been assigned to assist whilst the other one club is looking for assistance via the VPM support network that they have created.

Area C2 has only 1 club that is really struggling (Toast2FS) with 5 members and there is a view that they should merge with another club sharing the same building. Both of these clubs are from BankWest.

Area C3 has 1 club, which needs attention (West End).

Area C4 and C5 have good and stable membership base.

DCP Goals

Membership renewals have been reiterated and enforced as a priority.

Clubs in the Division should look at Electric Toasters Club as an example of membership drive. They are holding a Lunch Box meeting to promote the club. This will be relayed to all the Area Governors that all clubs regardless of low membership or not should continue to promote themselves.

Speechcraft has been mentioned to all the Area Governors to pass on outlining the benefits to their clubs.

Club Officer Training

According to the TMI website out of the 25 clubs in the Central Division there were 12 clubs that did not meet the minimum for the first lot of officer training. This is a concern when almost half of the division had officers who virtually started off the back foot.

Area Governors have directed them to all the resources available to them to perform their roles, such as the District 17 website as well as their leadership manuals. More importantly Area Governors offer their assistance and encouragement.

Contact with Area Governors

Earlier on there was a Division committee meeting arranged by the initial Central Division Governor (Greg Madden) but only a few turned up. Since my appointment I have met my Area Governors during the TLI training. Currently my communication to them is via email keeping them aware of what is required of their role and to ensure that they all keep their fingers on the pulse at all times. I offer support and encouragement to them all. My first official committee meeting with them is scheduled for September 24th

Contests

Area contest dates have been set for the following Areas.

C1 14th October

C2 30th October

C3 8th October

C4 5th November

C5 22nd October

There are no issues with planning for all the Area contests. Clubs offering to host the contests has been of great assistance.

Central Division Contest is set for the 18th of November at the Shenton Park Community Centre start time is 6pm for 6.30pm start.

Venue has already been booked ensuring we have the main hall and the other small room for the judges and contestants.

Clubs

Area C1 have 5 clubs of which 3 I believe will achieve minimum distinguished and 2 are struggling as previously mentioned above with actions put in place to assist them.

Area C2 has 6 clubs of which I believe 5 will achieve minimum distinguished and the only struggling club is Toast2FS.

Area C3 has 5 clubs of which I believe all will achieve minimum distinguished even though West End needs to increase their membership base to 18 they have already achieved 3 DCP and with the experience members available I am confident they can achieve it. Area C3 is the best of the Areas and should be Presidents Distinguished. Electric Toasters are heading in the right direction with their strong membership base and continuing to promote themselves planning a Lunchbox Demonstration meeting this month. The committee are to be commended on their passion and enthusiasm.

Area C4 has 5 clubs with the newer club ToastEY that may struggle to achieve distinguished however Area Governor is have a plan in place and is discussing this with the club VPE.

Area C5 has 4 clubs of which I believe they will all achieve minimum distinguished.

Young Guns will be participating in Speech craft.

New Clubs

In the Central Division I am aware that there are currently 2 new clubs being planned.

Jacobs Toastmasters Club is looking good to charter. Area Governor has already met up with members and a toastmaster has shown interest to be the club mentor.

PWC has shown interest in meeting with Leonor for preliminary discussions, which is a very good indicator that they are keen to start up a club.

Successors for Governor Roles

I will discuss this further with my Area Governors in the upcoming committee meeting this month and will have a clearer picture by then to report. Early indications from one of my Area Governor are that they are still learning their role and it is too early to start looking for their successor.

Other Information/Comments

The start to the year has been slow for the Central Division in terms of awards however the enthusiasm, commitment and in particular the passion shown by all the TEAM CENTRAL Area Governors will go a long way in making this Division Presidents Distinguished.

HY moved Central Division Governor report be accepted, SF Seconded. Motion carried

b. Northern

Educational Awards

10 educational awards to date in ND but early days. Plan to conduct a promotion to encourage members to set Dec 15 as the date to complete at least 50% of speeches or roles for one award, each club to target three awards to be submitted by Xmas and each Area to ensure their clubs submit at least 10 awards from their Area.

Membership

Northern Division has 28 clubs in 6 areas with a total of 588 members. Average membership has grown from 20.5 to 21 members since 1 July, 2014.

There are 5 clubs with 30+ members and 8 clubs with less than 20 members as of 8 Sept, 2014. End October, after dues are in we will conduct a Division executive meeting which will include a review of clubs with less than 20 members and strategies to help boost their membership.

All AGs are reminding their clubs to send out renewal reminders. Three clubs in ND have already renewed.

DCP Goals

7 clubs have already achieved one or more goals in the first 60 days of the Toastmaster Year. With a focussed effort on setting mid-year targets for educational awards we should have many more goals achieved by Xmas. Current focus is on getting Oct dues paid in full (not just settling for the minimum 8). Following dues, focus will be on membership retention, re-engagement (of graced members) and recruitment of new members with club visitor programs especially in struggling clubs.

Club Officer Training

Very impressed at new AGs efforts to contact club presidents and get their commitment to have minimum of 4 officers attend TLI especially as no contact lists available and limited handover by many of the previous AGs. All but 2 clubs in Northern Division, Banyandah and Karratha, attended TLI and met the minimum requirements – fantastic result!

It was not possible to get a suitably experienced district leader to Karratha to conduct TLI before end August due to the Club's availability and TI Convention in KL. Robyn Richards will be conducting their club officer training prior to their normal club meeting on Tues 16 September.

Contact with Area Governors

All AGs are contacted monthly by group email, almost weekly by informal 1:1 emails and every few weeks by phone. All are endeavouring to attend every Club Contest and I'm meeting with them at every Area Final. Area Governors have informally visited many of their clubs and now actively conducting their club visits. I'll be following up to confirm their visit schedule and offering assistance with reporting requirements.

Contests

Area	Area Governor	Area Final Date	Area Final Time	Area Final Location	Host club (if applicable)
N24	Mike Palmer	Tue 2 Sept	6:00pm briefing 6:30 – 8:30pm	St Albans Church, 423 Beaufort Street, Highgate	Highgate Completed
N21	Melinda Brennan	Sat 6 Sept	1:30 briefing 2:00-4:00pm	Henderson Environment Centre, Groat St, North Beach	Sandgroppers Completed
N25	Cathy Kunzl	Sat 13 Sept	10:00am briefing 10:30 – 12:30pm	Shenton Park Community Centre, Onslow Rd	Matilda Club Completed
N22	Marinko Gaspar	Wed 24 Sept	6:00pm briefing 6:30 – 8:30pm	UWA (venue TBC)	UWA
N23	Peta Rakela	Wed 1 Oct	6:30 briefing 7:00 – 9:00pm	Ellenbrook Library @ 90 Main St, Ellenbrook	Ellenbrook
N26	Paul Browning	Sat 4 Oct	2:30pm briefing 3:00 – 4:30pm	Kalgoorlie Chamber of Commerce	Touch of Club / WASM
ND	Maree Pickens	Sat 25 Oct	2:30pm briefing 3:00 – 5:00pm	Bob Daniel's Community Centre, Inglewood	Northern Division Areas

Clubs

N21 – Karratha / Currumbine – gathering momentum, participated in Area Final, Melinda Brennan actively following up all clubs regularly and visited Karratha to run contests

N22 – Subiaco Early Birds needs help building numbers, St George's recovering after low rates of new members and higher than normal attrition due to work issues. Marinko Gaspar liaising closely with both clubs.

N23 – Swan and Mundaring struggling, Peta Rakela assisting

N24 – Bayandah – disengaged, no club officers sent to TLI – Mike Palmer investigating

N25 – Matilda & Phoenix struggling – Cathy Kunzl offering assistance

N26 – WASM teething issues – Paul Browning mediating

New Clubs

Several ND members interested in forming a club and several AGs keen to build one in their area. Need to shore up struggling clubs first or relocate them to underserved areas. Planning a new club development meeting in late October.

Successors for Governor Roles

Several AGs already identifying potential successors and getting them involved in helping with Area Finals. Very motivated to have successors lined up well in advance of District Convention.

MP moved Northern Division Governor report be accepted, LR Seconded. Motion carried

c.Southern

Educational Awards

Clubs generally on track.

Momentary slow start for S34 as leaders are starting to familiarise with the importance of meeting educational goals for their clubs. Area Governor will work closely with her teams to ascertain the status and forward planning. She will encourage & enthuse leaders in meeting both members' & clubs' educational goals starting from her official visits between now to early October.

Membership

Majority of clubs have recorded a positive movement in their membership growth. Notable growth in smaller clubs with starting base of <20 members:

- S31
Gosnells Foothills: +5. The growth is a culmination of hard work by the club through traditional means of occasional showcase meetings, website enquiries, publicity and word of mouth, rather than via a special project or particular target group.
- S33
Western Founders: +4

Cannington Communicators: +3. Membership fell when Corporate Departments moved out. Club is now recovering through switch from “Corporate Club” type and via new tenants within building.
- S34
Mandjar & Margaret River: +2 each. Helen Thislethwaite & Liz Clarke are Club Coaches for Margaret River
- S32
Club Coaches Fiona Mclean + another (not yet signed on) for City of Coburn (11 members); Colin Hughes & Marianne Law for Netmasters (10 members). City of Coburn also seeking dual members to inject new energy into clubs which are “stuck in the same gear”.

First litmus test in upcoming membership renewals to gauge retention powers. Division to regroup and assess status & plans thereafter.

DCP Goals

Clubs generally tracking as anticipated

Victoria Quay (S32) & Canning Vale (S31) Clubs now Provisionally Distinguished.

Low membership growth a common drawback for smaller clubs. Club Coaches, club plans for invigorating meetings & revitalised marketing plans in place

Area Governors working with clubs & coaches where paradigm shift needed to breathe new enthusiasm into club leaders & members

Club Officer Training

- S31, S33 & S35: Goal of min. 4 officers trained has been met for all clubs except.
 - City of Coburn (S32) – as club officers had omitted to sign in their attendance. Club has since confirmed and S32 Area Governor has confirmed minimum attendance for 4 officer roles.
 - Cannington Communicators (S33) – incomplete complement of officers.
- S34: COT still pending for:
 - Bunbury – 2
 - Jetty – 4
 - Margaret River - 4

Immediate Past District Governor agreeable to provide a small-scale training at Busselton Club meeting on 15 September. District Governor has provided Area Governor with a Program Outline for the mini-COT to facilitate the workshop presentation.

Contact with Area Governors

3 Division Council Meetings planned for end September, mid-December & end-March. Division Council Meetings are purposely scheduled to either obtain feedback on progress for a District Meeting or to disseminate information to Area Governors after a District Meeting.

Standard modus operandi of communication is via email.

Contact is initiated to congratulate them on achieving milestones, value-adding to their feedback posts & following District’s email messages to them.

Contests

Area Governors are in control & on track with their Area Contests. Dates & Venues long confirmed with only light possibility of venue tweaks.

Division Contest dates set and venue already booked. Area Governors have been assigned responsibility of assisting with Division Contests back at District Officer Training in June.

Humorous & Table Topics

Date / Time: Sun 9 November 2014, 1pm – 4pm
Venue: Bull creek Community Centre.
Organisers : Colin Hughes (S31) & Marianne Law (S32)

International & Evaluation

Date / Time: Sun 29 Mar 2015, 1pm – 4pm
Venue: Bull creek Community Centre.
Organisers: Helen Thistlethwaite (S34) and Kutty VK (S35)

Clubs

The more **fragile clubs** have an early awareness and have / will be engaging help as follows:

Clubs	Members (@ 5/9/14)	Club Coaches
City of Coburn (S32) 11		Fiona Mclean, another not yet signed
Netmasters (S32)	10	Colin Hughes & Marianne Law
Margaret River (S34) 13		Helen Thislethwaite & Liz Clarke
Kwinana (S32)	11? 17?	Michael Foster & Helen Thistlethwaite

(nos. under dispute. Helen relocating to South West and her continuity may be in question. See comments under "New Clubs")

Area Governor concerned with club's seeming indifference towards promoting membership growth

Successful Clubs

Victoria Quay and Canning Vale have pulled ahead in an early lead. Success emanates from having experienced, dedicated and active leadership teams at the helm, positively charged attitudes & highly populated membership base. All these facilitate their contribution to DCP goals.

New Clubs

S31: no new clubs likely at this point

S32: Kwinana Club with 9 meetings held to-date at Wellard. Club Coach (Michael Foster) reckons a base of 17 members, while Area Governor counts 11 (4 duals, 3 transfers & 3 new). Need new &/or transfer members to charter. Rockingham assisting with finances. Area Governor likens that club has passive growth attitude and hesitates over club charter materialising.

S33: South Perth (potential). Ross Wilkinson has expressed interest. Venue being sought, with South Perth Senior Citizens Centre being most promising location.

Bentley (Curtin University). Club Sponsor Tai Ding. Demo meeting held on 27 August with only 2 attendees due to launch being solely via Facebook and wrong date stated. To relaunch Demo meeting with flyers as well as social media after University break. Flyer logistics will be under guidance and scrutiny of Lt Governor Membership. Potential Club Mentor identified and interest expressed.

S34: Bridgetown (proposed) when Area Governor relocates residence to South West

S35: Initial discussions held on potential in Fremantle (comedy club target group). Unlikely to materialise at this point as non-Toastmaster Proposer has blown hot and cold. Further assessment needed whether to revisit / pursue further. Area Governor is on lookout for alternatives.

Successors for Governor Roles

Potential Expressions of Interest for Area Governorship from:

- S32: couple of people have expressed interest but nothing definite for now. They have been invited to Area Competitions and planning for exposure.
- S33: Sebastian Davies-Slate, current Victoria Park Club President
- S35: Vijayakumar Vijayaratnam (Murdoch Southsiders), currently being mentored by Area Governor Kutty VK for the role.

Other Information/Comments

People

Awesome team of Area Governors positively supporting Southern Division Governor. A couple have been tested with flying colours in organising the first COT/TLI hosted by the Division. All have been assigned responsibilities in organising 2nd Southern Division hosted COT/TLI; Division Contests and assisting to organise Quiz Night. Request for information has been expeditiously attended to with same day / 24 hour turnaround. Club visits and Area Contests on track as planned.

Clubs / Practices

Murdoch Southsiders give standing ovation to ice breaker and 10th speech speakers. Members show extreme social cohesiveness in organising group events outside of Toastmasters meetings e.g. table at Tamil Quiz Night; Club Changeover Dinner

Speechcraft

Rockingham in 2015 (potential) to bring in new members

Victoria Quay have been running a couple successfully

Regional Webpage / Blog

S34 Area Governor has started an Area webpage & blog at:

<http://areas34toastmasterswa.wordpress.com/>

I find this a creative idea to inject cohesiveness into a region that could get “isolated” due to their distance away from metropolitan Perth.

2. Reports from

a. District Governor

Congratulations to all leaders in our District for your commitment and dedication to our members. So far, we are travelling steadily towards our goal of President’s Distinguished District for the 2014-2015 Toastmasters year. This is only possible because you are all doing your bit to encourage our Area Governors and members to achieve their goals and have fun.

At this stage we are ahead with October renewals by 13%, membership payments by 6% and new members by 12% on the same time last year. This is a great sign that we are close to our targets in these 3 areas. We have not chartered any new clubs yet and at this time last year we had 1 new club, however I feel we have several clubs close to charter which will soon take us past that figure. Our current objective is to remind and encourage all clubs to renew all their members before the end of the month so we have a much better idea of our position this time next month.

Looking ahead, I would like to recommend we purchase a banner with 3 large hot air balloons on it with space in the basket to show progress towards our goals in membership payments, new clubs and distinguished clubs. I believe it is important to relay to our members our district goals and progress so they too can take ownership of them. I will get a quote as soon as I have approval.

I have had confirmation that our Region Advisor, Philip Beneich, has asked for approval from TI to travel to Perth for our DCM on October 18th. Philip has asked for travel and accommodation from Thursday night October 16th to Sunday night October 19th. He would like us to organise 4 corporate visits for Friday October 17th each being approximately 30-45mins in length. He is happy to attend our Quiz Night on Friday night and will present a workshop on Saturday at the DECM.

He would then like to have brunch on Sunday morning with all the senior leaders (Division Governors up) to do some further training. The workshop Philip has asked to present at the DECM is called "Why don't we do it?" which is working on reasons why leaders don't do their assigned duties and learning strategies to overcome this.

Philip has also advised that the Board of Directors have approved the development of the RA role to include district PROs. Therefore, I believe he will be endeavouring to include PROs in his region calls on a monthly basis.

I believe we should also have another workshop/training and I would like a conflict management session. I have met a facilitator from outside Toastmasters who may be willing to run this but will probably charge. I will get a quote as soon as I have approval.

I recommend we implement a visitation schedule for the DG, LGET, LGM & PRO to visit all clubs within the year. If this is agreed to by this committee, District Secretary to draw up schedule ASAP.

I believe we should also have a workshop/training session at our November Council Meeting. From a list, supplied separately, I would like this committee to choose the most valuable for our members. Having this before our council meeting may also be incentive for more to attend the council meeting.

I encourage all of you leaders to continue to inspire the members you encounter to achieve their own goals and to have fun in their Toastmasters journey this year.

RR moved DG report be accepted, SF Seconded. Motion carried

RR wants to promote the fact that district 17 wishes to achieve presidents distinguished this year,

RR would like banners made to display at district events on how the district is progressing in the distinguished district program. It is hoped this will encourage members to become part of our dream. RR to get prices. MP asked if we would have it ready for northern division contests.

RR said she would like to be copied into division governor's emails to the area governors.

Action Item

- SM to create a roster for the executive team to visit clubs outside of their normal clubs. Struggling clubs will be the priority. IP suggested the DG should visit the corporate clubs and before the visit a letter is sent to the club asking them to invite someone from the company's management team.
- SM to put together a letter template to send to clubs when one of the executive team is going to visit.

b. Lieutenant Governor Education & Training

Educational awards

In September Ian Pickens was awarded his 2nd DTM congratulations me on reaching the highest level of achievement possible to an individual toastmaster.

An additional 18 awards lodged in September, congratulations and well done to all the Toastmasters who have been reached your goal.

What I find fantastic is that there are 38 Competent Communicators awarded in the District already. CC is only one way we can tell clubs are looking after members. The first goal of all new members should be to complete their CC manual. We know most people join Toastmasters to improve public speaking and leadership. With many members achieving the first step clubs will see an increase in membership retention and happier members.

The question is how many club committee's know what the goals of members are, how many talk to the new person in the club to find out what they want from their membership and then work with them to achieve that.

I am most impressed with the current award status. Congratulations to every one.

Club achievement August

Canning Vale (9), Fremantle Gateway (5), Southern River (5), Victoria Quay (8), Northern Gourmet (5), Applecross (5), Armadale (4), Ellenbrook (4), Victoria Park (4), Murdoch Southsiders (4).

Training

SMAC Are you ready for to learn the skills to Coach Mentor or Sponsor a club. Not everyone is aiming for their DTM but you cannot achieve this award without one of these great skills.

I think everyone should be aiming to gain the maximum leadership advantage from Toastmasters and these three skills will deliver much more than just knowledge. Get a group from your club going to **SMAC 12 October 2014**.

TLI Training Group toastmasters Club have recently presented **From Speaker to Trainer workshop**. A most successful afternoon presented in part by Roy Miller DTM. Roy is not currently a toastmaster but has magnificent training skills and bought this workshop to life. Be on the lookout for the next training workshop coming soon.

IP moved LGET report be accepted, SF Seconded. Motion carried

c.Lieutenant Governor Marketing

Membership Building & Retention

- Article in Black Swan as reminder for the Club Building Contest in July and August. The Smedley Award and Marvellous Membership.
- Have draft email to reminded Presidents and VPM on the 25 September.
- Have available an Electronic Copy of the visitor pack.
- Will be sending results of the Building Contest to VPM plus article on Black Swan. To encourage and reinforce the concept of building and membership retention. It takes a while to understand what it is all about.

New Clubs

To date we have 7 possible new club leads:

- Shell Australia
- PWC
- CB&I Engineering

Prospective Clubs:

- Jacobs Central Division
- Curtin Bentley Southern Division
- Kwinana Toastmasters

Unknown Status:

- Phoenix Area N25
- Onslow

Coaches:

Riverside	Pascale ABC
	Possible Liz Fisher
City of Cockburn	Fiona McLean

Mentors:

Cathy Kunzel has put her hand up for Jacobs
Roy Miller for Curtin Bentley

The Club Sponsors, Mentors & Coach Workshop (SMAC)

Date on: Sunday 12 October from 10:30 to 1:30

Envisage that The Northern Region and Southern will have opportunity to participate.

Presenters will be advised but Ian Pickens will be presenting one of the three roles above.

Main purpose to recruit, train, and help club sponsors, mentors, and coaches. All of these roles will help us build and maintain strong clubs where member's needs are met. I think all of these roles are vital to the success of the district and most importantly will help our members to achieve their DTM's.

Conclusion

It looks to be an exciting year with much demanding work but I am confident we have the team to achieve our member's goals. I'm looking forward to another successful year.

LR moved LGM report be accepted, HY Seconded. Motion carried

LR raised the issue of membership payments received so far. Encouragement needs to be sent out to get payments made asap, not just for the required eight members.

Roy Miller offered to help setting up the new Bentley club. A query was made as to Roy not currently being a member of Toastmasters. He would be a reinstated member. RR said he still could be a mentor or sponsor of a club. LR and RR are to meet with Roy to go over things, which have changed since Roy has been a member of Toastmasters.

LR asked IP the current status of Madison. Currently the club is not meeting. RR asked if it is worth pursuing or let it fold. RR asked about the other members. MP said the concept of this club needs relooking at. LR said they need a permanent night and venue. RR said she thought we should just let the club expire.

d. Public Relations Officer

TLI/COT – in my role as PRO – I highlighted The Positive Promotion Premiership for the coming 2014/2015 Toastmasters Year.

During the COT sessions I requested the presenters to hand over to each VPPR breakout session attendee a Triple Points Challenge – if the challenge is achieved prior to the next TLI/COT sessions in February the VPPRs will be given the appropriate triple points for their challenge. To date only Armadale TMs have achieved, after they requested a change of challenge to some lesser points (120 down to 75). I awarded the 75 points for the terrific article regarding Peter Law's semi-final position at the Toastmaster's International Convention in Kuala Lumpur.

PPP & PPP Ladder to 31 August 2014

Points have been slow to start, however are starting to arrive, which I understand is fairly normal for the early part of the year. I will publish the points ladder in the next edition of the Black Swan and on the District 17 website at end of September.

CLUBS	PROMOTION AWARDED	POINTS
Armadale	Ux3, ALx1(75)	90
Ellenbrook	Ox1	20
Guildford Stars	Ux1, FEx2	15
Mundaring	Ux2, FEx1	15
Swan	Ux1, FEx2	15
Murdoch Southsiders	Ux1, FEx1	10
Noranda	Ux1, FEx1	10

Quiz Night – Committee (Tom Bielski, Deborah White, Lizzie Hornsby, Peter Petrich) have been working on getting the Questions & Answers finalised, and seeking Gift Donations

Donations to Date: A Mary Kay cosmetics basket, Personal Trainer Vouchers, Movie Tickets, a Morgan Leah Organics Silk Scarf (design sold exclusively by the WA Art Gallery with permission granted to donate!) sold for \$200

Letters out to Sporting Clubs, Radio Stations, various other establishments

Tables Booked – only 1 table booking received to date

Some cash donations have filtered through.

Black Swan – couple of articles produced, and working on next one. PPP Ladder for next copy

Web Sites

Have started to review the Websites, which were left in pretty good shape from Leonor's term last year. Going alphabetically by the list – 10 clubs reviewed, with some follow up to occur

I have discovered the TLI site was labelled “No longer” when I printed a copy of the Clubs for my Speechcraft members on 8th August – has it been determined when this change was made to the list? I acknowledge that the list is now updated and appreciate the info

SF moved PRO report be accepted, SC Seconded. Motion carried

e. District Treasurer

District Governor Robyn Richards gave us a verbal report, as the Treasurer was unable to attend the meeting.

RR moved Treasurer report be accepted, MP Seconded. Motion carried

One outstanding claim from the last Toastmaster year, immediate past District Governor Pascale, was asked to check cost, but we have never heard anything. MP said the cost should not be high.

3. Review of District Success Plan

RR asked the meeting if anyone had looked at/reviewed the district success plan on the TI website. RR asked the top four to check it is correct so that she can submit the report.

Action Item

- DG, LGET, LGM and PRO to check the district success plan on the TI website.

4. Review of Budget (month to date actual against budget)

Held over to next time.

5. New Business

a. Future TLI venues

RR has booked venues to the end of 2015 and IP to end of 2016. RR asked if Bob Daniels Community Centre is still suitable for TLI. RR asked do all three TLI sessions need to be held at Tech Park?

MP said the noise of breakout groups in the same area is getting to be too much and members had complained. RR asked for a replacement venue for Bob Daniels. MP said as Northern Division Governor to use Tech Park for the next round of TLI whilst another venue in the northern suburbs is found.

b. Venue for Awards Night & Change Over Dinner

RR asked SF to look at a venue for 2015.

c. Tasks for Past District Governor Committee and chair

As there are now enough past DGs, RR thought we could now form a Past District Governor Committee as RR has things for them to do.

- Review and update area governor guide
- Contest chair checklist
- Criteria for club, area and division of the year.
- Training guide for remote area clubs. Such a guide will help build up leaders in the remote areas. Charles Fisher to be chair of meeting and present at October council meeting.

For district governors yet to agree to form a committee. If they do agree it will have to be voted on at district council meeting – group to be called Past District Officer Committee.

d. District Executive Meeting

18th October 10am to 3pm.

Area Governors to provide a report on their areas to district secretary. At the meeting they will present a 5-minute summary of their report.

Action Item

- SM to send an email to area governors regarding district executive committee meeting.

e. District Council Meeting

Proxy forms will need to be sent out to club presidents and VPEs.

Before the council meeting MP to deliver a workshop on Practical Problem Solving. MP to submit a plan on how to deliver this.

Action Item

- MP to submit a plan on how to deliver a workshop on Practical Problem Solving.

f. Mandjar Banner

A banner was purchased but no one seems to know what happened to it. District will purchase another banner.

Meeting closed: 4:07pm

6. Next Meeting

Date: 2nd November 2014

Time: 2pm

Venue: 47 Jilakin Loop, Canningvale

SUMMARY OF ACTION ITEMS

Action Items Carried Forward

NIL

Action Items this Meeting

Agenda Item Number	Action
3a	<ul style="list-style-type: none">• SM to create a roster for the executive team to visit clubs outside of their normal clubs. Struggling clubs will be the priority. IP suggested the DG should visit the corporate clubs and before the visit a letter is sent to the club asking them to invite someone from the company's management team.• SM to put together a letter template to send to clubs when one of the executive team is going to visit.
4	<ul style="list-style-type: none">• DG, LGET, LGM and PRO to check the district success plan on the TI website.
6d	<ul style="list-style-type: none">• SM to send an email to area governors regarding district executive committee meeting.
6e	<ul style="list-style-type: none">• MP to submit a plan on how to deliver a workshop on Practical Problem Solving.