



## TOASTMASTERS DISTRICT 73 COUNCIL MEETING

Held Saturday 18<sup>th</sup> November 2017

10:15am – 1:00pm

Victoria University City Convention Centre,  
300 Flinders Street, Melbourne

### District 73

Victoria, South Australia and Tasmania

### MINUTES

**Call to Order:** The District Director, Christine Dimitros DTM, called the meeting to order at 10:20 am.

**Timer:** Viranga Ratnaik.

**District Director:** Christine Dimitros DTM, welcomed everyone and declared the meeting open; she acknowledged the delayed start and reminded everyone of the time limit for the meeting, anticipating closure at 1:00pm. The members of the leadership team present at the meeting were introduced.

**District Mission:** Christine Dimitros DTM – District Director read the District Mission.

We build new clubs and support all clubs in achieving excellence

**Notice Convening the Meeting:** The District Administration Manager, Rebecca Arnold, read the *Notice Convening the Meeting*:

- Pursuant to notice given on 12 October 2017, this meeting is the District Council Meeting of District 73 Toastmasters, being held today 18 November 2017, 10:00am (10:15am), at Victoria University Convention Centre. Those with voting privileges at this meeting are: District 73 Presidents and VPEs, and their proxy holders, of all clubs in good standing, division and area directors, the district director, program quality director, club growth director, public relations manager, administration manager, finance manager, and immediate past district director.
- The business to be transacted at today's meeting is as listed in the agenda, the primary purpose being:-
  - To hear reports from district leaders, including financial reports;
  - To adopt the district budget;
  - To address the motions on notice, of which there aren't any; and
  - To address any other general business.

**Introductory Remarks:** Christine Dimitros DTM – District Director, advised that the meeting will be conducted in accordance with *Renton's Rules* and invited all attendees to participate in the meeting. The District Parliamentarian was then called upon to advise of the meeting protocol and procedures.

**Meeting Protocol and Procedures:** Clare Jennings - District Parliamentarian, explained the protocols and procedures in relation to addressing the meeting, motions, amendments, questions, interrupting speakers and points of order.

**Credentials Committee Report:** Clare Jennings - District Parliamentarian, announced that to achieve a quorum we require 105 votes; as 107 were present, it was decided that we had a quorum.

**Quorum achieved.**

**Motion:** That the credentials report be adopted.  
**Moved:** Clare Jennings – District Parliamentarian.  
**Seconded:** Darrell Pitt DTM – District Public Relations Manager.

**Questions:**

- 1) Judy Murphy DTM (Wandin Toastmasters Club): questioned what is the actual Credentials Report for the district; how many club do we have; and how many eligible votes?

Clare Jennings advised that as we have 157 clubs x 2 (President & VPE for each club – Totaling 314) in the district and that we require a quorum of one-third of Club Presidents and VPES (or proxies), which equals 105. As we had 107 present, we had a quorum.

- 2) Nola Sharp DTM (CFA District 13 Toastmasters Club): sought further clarification of the numbers present.

Clare advised that we had 107 of 314 of the total Presidents and VPEs in the district present.

*There were no further questions.*

**Motion Carried**

**Suggestion for procedural motion to ration speaker debating time: Christine Dimitros DTM**

**Motion:** That time limits of 4 minutes for the mover and 2 minutes for other speakers and the mover in reply be applied to the debating time of each speaker.  
**Moved:** Anne Banham – Williamstown Club.  
**Seconded:** (Secunder not required for this procedural motion)

**Motion Carried**

**Comment:**

- 1) Catherine MacGillvray DTM (Mail Exchange Toastmasters Club): reminded the council that members should state their name, their position and stand up when addressing the council.

**Quorum information: Christine Dimitros DTM**

Christine announced that as a quorum was present, then business could be conducted without seeking ratification; hence it was appreciated if all could stay in the room for the duration of the meeting.

**Adoption of the Agenda as Tabled: Christine Dimitros DTM**

Christine informed that the agenda had been distributed in the form of these booklets and is in front of you. It is believed that all matters that need to be considered by the District Council were covered by this Agenda which is on Page 3 of the booklet; Christine called for any new business.

*There was no further business to add to the agenda*

- Motion:** That the agenda as shown on Page 3 of the booklet be adopted.  
**Moved:** Darrell Pitt DTM – District Public Relations Manager (*in place of Adam Thrussell who was not a voting member*).  
**Seconded:** Judy Murphy DTM – Wandin Toastmasters Club.

**Motion Carried**

**District Administration Manager: Rebecca Arnold**

Christine Dimitros – District Director	Yoke-Ching Tan – Immediate Past District Director	Elizabeth Allwood – Program Quality Director	Estella Hutchinson – Club Growth Director
Darrell Pitt – Public Relations Manager	Rebecca Arnold – Administration Manager	Cleo Pitt – Assistant Finance Manager	Clare Jennings – District Parliamentarian
Kim Hahn DTM – Bass DD	Sue Pederick – Central DD	Clare Bunworth – Northern DD	Vicki Travers – Metropolitan DD
Jocelyn Chong - Southern DD	David Martin – Inner City DD		
Lindy Woodburn B4 AD	Paul Curtis C8 AD	Malcom Rogers C9 AD	Yvonne Gluyas M20
Michelle Smith C10 AD	Michael Clancy M21 AD	Jo Evans M22 AD	Jo Evans M22 AD
Anne Ahern N27 AD	Marlene Sinclair – R34 AD	Karl Hughes R36 AD	Jessica Grant – R37 AD
Danielle Jones-Resnik – S39 AD	Bernie Hoefer – S41 AD		
James Barillaro	Catherine MacGillivray	Iwona Lider	Dasha Simonov
Cindy Wu	David Hughes	Kim Cross	Des Crossley
Grant King	Francine Dishon	Tracy Green	Florence Luk
James Armstrong	Zachariah Tembo	Alexandra Sekeris	Maurice Rimes
Christopher Auld	Jacqueline Bignell	Amielouise Ward	Heather Parker
Christal Augustin	Ann Banham	Emily Duff	David Vo
Elizabeth Alcock	Courtney Salt	Clare Bunworth	Heather Parker
Nola Sharp	Judy Murphy	Nate Gumby	Alan Lim
John Turner	Kristy Lawrence	John Alan	Nathaniel Gumby
Andrea Putting	Darryl O’Reilly	Chitra Sengodan	

**Apologies**

Apologies as shown in the meeting booklet on page 21; Christine called for additional apologies.

- 1) Sue Pederick (Central Division Director): asked that Darrell Klar (C12 AD), Giodanna Cross (C7 AD) and Elizabeth Owen (C11 AD) be accepted as an apology.
- 2) Estella Hutchinson DTM (Club Growth Director): requested that Bruce Hill (Club Extension Chair Victoria & Tasmania) be accepted as an apology.

**Motion:** That the apologies be accepted.  
**Moved:** Alan Lim - CPA Toastmasters Club.  
**Seconded:** Marlene Sinclair DTM - R34 Area Director.  
**Motion Carried**

### **Minutes of the previous District Council Meeting 20 May 2017**

*Refer to pages 4 – 20 in the meeting booklet.*

There were no amendments to the Minutes.

**Motion:** That the Minutes of the District Council Meeting of 20 May 2017 as circulated, be taken as read and confirmed.  
**Moved:** Darrell Pitt DTM – District Public Relations Manager (*Adam Thrussell*).  
**Seconded:** Nate Gumby - City Center Toastmasters Club.  
**Motion Carried**

#### **Question:**

- 1) Query received if those who were not present at the DCM of 20 May 2017 were able to move or second the minutes.

It was clarified that it was not necessary for those to move or second the minutes to be present at the last DCM as they are moving or seconding that the minutes are to be taken as read and confirmed.

*There were no further questions.*

### **Matters arising from the Minutes of the previous District Council Meeting 20 May 2017**

*There were no matters arising from the minutes*

#### **Correspondence: Rebecca Arnold - District Administration Manager**

The inwards and outwards correspondence is detailed in the meeting booklet on pages 21 - 22

**Motion:** That the inward correspondence be received and the outward correspondence be endorsed  
**Moved:** Rebecca Arnold – District Administration Manager.  
**Seconded:** Sue Pederick – Adelaide Toastmasters Club.

#### **Questions:**

- 1) Michael Clancy (Area 22 Director): queried *District Newsletter* outward correspondence omissions.
- 2) Estella Hutchinson (Club Growth Director): stated that all correspondence from the District should be outlined in this report.

#### Leave of the Meeting (10:32am):

**Motion:** Michael Clancy asked to seek leave of the meeting to amend the outward correspondence to reflect the inclusion of the *District Newsletter* dates.  
**Seconded:** Darrell Pitt DTM – District Public Relations Manager.  
**Motion Carried**

#### Meeting Resumed (10:35am)

**Motion:** That the inward correspondence be received and the outward correspondence with the inclusion of the *District Newsletter* dates, to be provided by Michael Clancy to AM, be endorsed.

**Moved:** Rebecca Arnold – District Administration Manager.  
**Seconded:** Sue Pederick – Adelaide Toastmasters Club.  
**Motion Carried**

*There were no further questions.*

**Motion Carried**

**Amendment to the Meeting Booklet p 21:**

<b>Outgoing Date</b>	<b>To</b>	<b>From</b>	<b>Regarding</b>
21/11/2017	All District 73 members	Michael Clancy	Southern Cross November 2017
18/10/2017	All District 73 members	Michael Clancy	Southern Cross October 2017
19/09/2017	All District 73 members	Michael Clancy	Southern Cross – District 73 Newsletter – September 2017
15/08/2017	All District 73 members	Michael Clancy	The District 73 Newsletter

*There were no matters arising from the correspondence and no further motions were moved.*

**Comments:**

- 1) It was brought the Committee’s attention that Adam Thrussell was not holding a proxy, therefore Adam should not be moving and/or seconding motions at this meeting.
- 2) Judy Murphy DTM (Wandin Toastmasters Club), Nola Sharp DTM (CFA District 13 Toastmasters Club) and Darrell Pitt DTM (District Public Relations Manager) offered to stand in for Adam’s moving and seconding of motions up to this time.
- 3) It was decided by the DLT that Darrell Pitt DTM (District Public Relations Manager) would substitute for Adam up to this time.
- 4) Grant King (Manningham Toastmasters Club): commented that if a proxy is speaking they should state their proxy holding position.

**Timing Update**

**Motion:** That the meeting should continue without a break.  
**Moved:** Judy Murphy DTM – Wandin Toastmasters Club.  
**Seconded** Darrell Pitt DTM - District Public Relations Manager.  
**Motion Carried**

**Reports by Senior District Officers**

**District Director: Christine Dimitros DTM**

*Refer to page 22-3 of the meeting booklet.*

Christine referred to her report on Pages 22-23 and asked for the report to be read at leisure; Christine thanked those who have taken on leadership position this year whether it be as a Club Officer or a District Officer. Taking on these leadership positions is a commitment and it makes our District work. Acknowledged the effect on the District when we lose an officer either at the club or the District level. Some feel it best to give up their role when they feel that they are failing because they cannot commit the time to continue. That is not always the case in Toastmasters. If you reach out for help, help will be provided to enable you over these hurdles. Call for support from your District Officers, your fellow club members and they will help you to continue. Encouraged those who are having difficulty in their role to seek assistance; Christine signaled that roles for next year’s leadership will be called for shortly. Reminder that there is only two years

to complete a District Officer role in the traditional educational program. There being only two opportunities – one in each year. The District Officer role will count in Pathways as well if not used in the traditional educational program.

**Motion:** That the District Director report as tabled in the booklet be adopted.  
**Moved:** Christine Dimitros DTM – District Director.  
**Seconded:** Michael Clancy – M21 Area Director.

**Motion Carried**

### **District Officer Leadership Appointments: Christine Dimitros DTM**

Christine declared the D73 Leadership listed on page 23 of the meeting booklet; and announced that since the last District Council meeting, two Finance Managers have been replaced and that the Ranges Division Director resigned. It is unlikely that the Ranges Director can be replaced at this time due to the it being past the time it can be accredited to the ALS award. Expressions of Interest for HPLs will be called for the Second Round Club Officer Training and Division Contest in the Ranges Division – Ably supported by the Ranges Area Directors and Pathways Ambassador, Nola Sharp.

Other D73 leadership changes to date include: (i) Steven Shepard who replaces Deborah Roffey as Speech Craft Co-coordinator (Vic/Tas); (ii) David Hughes who replaces Robyn O'Donnell as Club Couch Coordinator; and Estella Hutchinson who replaces Gawain Simpson as 2018 Convention Chair.

**Motion:** That the District Officer Leadership appointments, as described in the District Officer Leadership Report on Page 23 of the booklet, be confirmed  
**Moved:** Christine Dimitros DTM – District Director.  
**Seconded:** Jocelyn Chong – Southern Division Director.

**Motion Carried**

### **End of Year District Audit report 2016-17: Cleo Pitt DTM**

Cleo Pitt announced that the End of Year District Audit Report 2016-17 has been completed, though the papers and relevant District documentation has not been submitted to TI as yet due to time restrictions.

**Motion:** That the Year End District Audit Report be adopted.

**Point of Order:**

- 1) Judy Murphy DTM (Wandin Toastmaster Club): asked who is on the audit Committee and where is the audit report.
- 2) Nola Sharp DTM (CFA District 13 Toastmasters Club): queried if a report could be passed if it is not tabled.

Cleo said that there is no report in the booklet; the Audit Committee consisted of herself, our incoming FM, Sonila Rudi and two other people.

- 3) Judy Murphy DTM (Wandin Toastmaster Club): asked could a summary of the report be included in the minutes.
- 4) Anne Ahern (Area 27 Director): further queried if the report could be received.
- 5) Bernie Hoefler (Area S41 Director): clarified that the report has been received by the DLT, not District Council.
- 6) Jaqueline Bignell DTM (Port Melbourne Toastmasters Club): further clarified that we are not adopting this report, but seeking to acknowledge that we have received a report and that we will ask for further information at a later stage.

- 7) Catherine MacGillivray DTM (Mail Exchange Toastmasters Club): queried Jaqueline's proxy.

Jaqueline declared that she was holding a proxy for Port Melbourne Toastmaster Club.

**Motion:** That the Year End District Audit Report be received

**Moved:** Cleo Pitt DTM – Audit Committee Chair.

**Seconded:** Darrell Pitt DTM – District Public Relations Manager.

**Motion Carried**

- 8) Christine asked for those who responded 'neigh' to stand and be counted.

It was decided that those in 'nay' were in the minority with a total of seven and that the motion was carried.

It was agreed that the Audit Committee Report would be received and the report to be emailed to the District Council after the meeting.

**Motion:** That the Year End District Audit Report be emailed to the District Council after this meeting

**Moved:** Judy Murphy DTM – Wandin Toastmasters.

**Seconded:** Darrell Pitt DTM – District Public Relations Manager.

**Motion Carried**

**The Year End Audit Report - July 2016 - June 2017 – As provided by Cleo Pitt DTM after the DCM.**

**The Audit Process**

The following documents were made available to the audit team:

- Print out of the main bank account statements
- Print out of the main Debit card bank account statements
- Soft copy of the Payments Register
- Soft copy of the Receipts Register
- Original copies of the "Voucher for Reimbursement" forms
- Soft copies of supporting documents
- Soft copy of the district reserve statement
- The year-end Treasurer's report
- The monthly and year-end profit and loss reports
- Paypal account statement
- Trybooking system print out to show that all funds received in trybooking were transferred to the main bank account

The following documents were not made available to the audit team:

- List of cancelled cheques. This was not relevant because the audit team was advised that District 73 does not use cheques.

In order to conduct the audit, the audit team focused on the following:

- Triangulate the vouchers for reimbursement to the supporting documents and to the bank statements to verify that payments made out of the bank accounts could be substantiated with supporting documents.
- Match the vouchers for reimbursement to the payments register
- Match incoming funds to the receipts register
- Review that all reimbursement requests were approved in line with policy guidelines
- Review that all payments in excess of USD 500 were approved in advance in line policy guidelines

- Review that other district expenses were not lavish and in excess of policy guidelines

#### General comments and recommendations

1. Expense claims should be substantiated with tax invoices and proof of payment. A number of reimbursements for hotel accommodation were made using a booking confirmation which is not a strong source document. Providing tax invoices and proof of payment for expenses is good governance and control and second tax invoices are the source document used to substantiate the value of GST creditable.

The Finance Manager can prepare guidelines on “what a good reimbursement claim” looks like and distribute that to the people who would like to be reimbursed for expenses incurred as part of their roles with TM.

2. We recommend the Policy regarding prior approval on payments in excess of USD\$500 be written with reference to Australian Dollars to prevent confusion as to what exchange rate to be used. This audit committee checked compliance of expenses greater than AUD \$600 to this Policy and none of these expenses had received prior approval prior to being incurred.

Yoke-Ching explained that the budget plays the role of the prior approval. We recommend that the Finance Manager prepares a list of events held for the period and their performance to budget. This will help the audit committee understand which events are budgeted for and which ones are not.

3. Reimbursements are made prior to expense forms being approved, i.e. signed off on paper. It is unclear how these reimbursements are reviewed and approved prior to payment being made given the sign off occurred during the audit process.
4. Create an audit committee pack containing at least the following documents:
  - Relevant district organisational structure
  - Authority levels for the district members and events budgets
  - List of changes to key roles, e.g. Finance Manager
  - List of all bank accounts and other online payment and receipts systems via which cash enters and leaves the organisation to allow the audit team to conduct a more complete audit
  - Profit and loss statements
  - List of significant events that have happened in the six months and year-to-date
  - Any detected unauthorised misuse of funds and adherence to reporting procedures
  - Anything else that would help an audit committee that rotates annually to understand the organisation better in order to enable this committee to ask some better questions within the scope of the audit
5. Audit committee needs to leave clearer notes on the work that was conducted to allow subsequent audit teams to understand past issues and to build on them
6. The audit committee needs to see evidence of funds coming in to TryBooking and those funds being diverted to the district bank accounts
7. Attachments on e-mail copies used as supporting documents are not accessible.
8. Invoices used as supporting documents should be in PDF or image format which are not editable.
9. Screenshot of bank account statements are not an acceptable means of evidence, if it is indispensable, it is advised to provide a comprehensive bank statement stating the account number of claimant and that of the vendor.



10. Bills generated from EFTPOS machine are good sources of secondary evidence but cannot be vouched as primary source of evidence.
11. It is advisable to have tax invoices that spell out the registration number of the business instead of having a shipping update from vendor as proof of expense.
12. It is recommended that bills with personal purchases are separate. Striking off personal expenses from an itemised bill for reimbursement shall not be an appropriate form of evidence

Monthly Net Income/(Loss): (\$18,721.38)  
Year to Date Net Income/(Loss): (\$17,583.41)  
Total Available Funds: \$61,867.70

**AUDIT COMMITTEE MEMBERS:**

Audit Chair, Cleo Pitt

Audit Committee Members: Sonila Rudi, Nicholas Buys, Prab Marwah.

**District Finance Report: Christine Dimitros DTM– for District Finance Manager**

Christine advised that a *District Finance Report* is unavailable as the district does not have a Finance Manager (FM). The finances have been managed by the District Trio in the absence of a FM. Since the end of August District Director (DD), Christine has been processing the reimbursement claims and invoice payments into the bank and Program Quality Director (PQD), Liz has been releasing the payments. When there has been a claim by the DD or the PQD, the other has processed the payment with the Club Growth Director (CGD), Estella releasing these payments. The new FM, Sonila Rudi will come on board on 30 November 2017. Christine has only just been granted access to the TI Finance system that will produce the profit and loss statements and the required Finance reports; Christine assured that we have not gone over budget and that she is quite strict ensuring that all is in proper order when processing claims and payments. The new FM, Sonila Rudi, will be able to attest that the finances have been kept in proper order.

**Motion:** That the District Finance Report be received.  
**Moved:** Christine Dimitros DTM – District Director.  
**Seconded:** Courtney Salt – President Sunbury and Macedon Ranges Toastmasters Club.  
**Motion Carried**

**Questions:**

- 1) Grant King (Manningham Toastmaster Club): Offered assistance with managing the District Finances and asked if there was any other CPAs that would like to assist as well.
- 2) Alan Lim also volunteered his assistance.

This was acknowledged, appreciated and thanked by the DD and the District Council and both were asked to submit their contact information at the end of the meeting. Once the Finance Manager comes on board the finances will come together and there isn't a requirement for the audit until December of which it is expected that the finances will be up to date. The assistance was noted and both Grant King and Alan Lim were asked to provide their details to the leadership team at the end of the meeting.

*There were no further questions.*

## District Budget Report: Christine Dimitros DTM

*Refer to pages 24 - 27 of the meeting booklet.*

Christine declared that District Budget had been discussed at DEC on 9 September 2017 and an amended budget was distributed following the DEC once final figures came through, which caused major budget cuts. These budget cuts were documented in that distribution and this budget was submitted and approved by *World Headquarters* by the deadline of 30 September 2017.

Christine called for questions regarding the budget that is as tabled on pages 24 – 27 of the meeting booklet.

### Questions:

- 1) Judy Murphy DTM (Wandin Toastmasters Club): queried why the budget allows for business cards of District International Speech Contest Winner on Page 27 of the meeting booklet.

Christine answered that this is an effort of the District showing our support of the District International Speech Contest Winner by providing them with business cards. It was noted that this decision was made in last year's budget and that the difference is, that this budget is itemized in the effort to be more transparent and clear of the items that goes into the budget, in hope this philosophy flows to the club level identifying how money is spent.

**Motion** That the District Budget be adopted.  
**Moved:** Christine Dimitros DTM – District Director.  
**Seconded:** Bernie Hoefer – Area S41 Director

*There were no further questions.*

**Motion Carried**

## Program Quality Director: Liz Allwood DTM

*Refer to pages 28 - 29 of the meeting booklet.*

Liz stated what an amazing year to be Program Quality Director expressing gratitude for the learning opportunities that Pathways implementation has brought. Liz feels blessed that it happened in her year. Liz also acknowledged Cindy Wu in her amazing organization skills and delegation leadership that she has shown in pulling this year's Semi Annual Convention together. Liz asked for her report to be read at leisure; and urged that clubs ensure they receive a Pathways presentation as we need as many clubs trained as we can before the end of November.

**Motion:** That the Program Quality Director Report, as tabled in the booklet, be adopted.  
**Moved:** Liz Allwood DTM – Program Quality Director.  
**Seconded:** Kim Hahn DTM – Mornington Peninsula Toastmasters Club President.

### Comment:

- 1) Kim Hahn DTM (Mornington Peninsula Toastmasters Club): thanked Tracy Green and Carole McCulloch for the on-line education training workshops; and noted that David Hughes has kindly offered to run session five on *Club Coaching*; this commitment to education is a credit to the district.

*There were no further questions.*

**Motion Carried**

## **Club Growth Director Report: Estella Hutchinson DTM**

*Refer to pages 29 - 31 of the meeting booklet.*

Estella reminded the District Council that the CGD is accountable for the two of the three goals in the Distinguished District Program; (i) membership payment growth and (ii) club growth; as well as the district marketing program.

Estella noted that membership payments are on target for this time of the year; and Estella congratulated the 30 clubs who won incentive awards in October for submitting their renewals on time. It was noted that this was particularly important now because of the grace period no longer exists and clubs need to be punctual in paying their fees. Members have been ruled ineligible to compete this contest season due to their club treasurers not paying their fees on time.

Estella further congratulated 10 clubs who added five plus members during the recent Smedley Award Club Building contest this is up from only three clubs receiving this in District 73 last year; and particularly highlighted the efforts of Launceston Toastmaster Club, who added an impressive nine members. The next TI membership building contest runs from February through March.

In relation to marketing Estella announced that 'pull up banners' have been purchased for each Division. These will be looked after by each Division Director and are to be used by clubs and promotion activities at division events.

The October PR campaign will be merged with the February/March campaign due to the district's focus on Pathway Guide visits this year and the need for existing members to be skilled up in Pathways prior to influx of visitors arriving at their clubs.

Estella was pleased to advise that the District has already secured an article in Small Business Magazine (national) and in the News Corp papers Career sections which we anticipate appearing in both the Adelaide Advertiser and the Melbourne Herald Sun in the new year; Estella called for members to feature in the campaign and asked that we refer to an article in the next month's Southern Cross newsletter for further information.

**Motion:** That the Club Growth Director Report, as tabled in the booklet, be adopted.

**Moved:** Estella Hutchinson DTM – Club Growth Director.

**Seconded:** Judy Murphy DTM – Wandin Toastmaster Club.

### **Comment/Questions:**

- 1) Judy Murphy DTM (Wandin Toastmasters Club): added that it is also important that club fees are paid on time because if a club or member is not financial, the member will not be able to access Pathways. Once the renewals are paid they will receive back their access.
- 2) Jaqueline Bignell DTM (Port Melbourne Toastmasters Club): asked whether Meetup was related to Launceston Toastmasters Club gaining nine new members.

Estella passed the question to Yvonne Gluyas (M20 Area Director) as a club member; who said that nine new members were achieved through word of mouth and advertising and not aware that it was through Meetup.

*There were no further questions.*

**Motion Carried**

## **Public Relations Report: Darrell Pitt DTM**

*Refer to page 31 of the meeting booklet.*

Darrell stated that it was an absolute pleasure to see so many leaders in the room and he was assured that in future years some would be on the leadership table. Darrell stated it was a pleasure to fill the role of Public Relations Manager and much like all leadership roles it has been a learning curve for him. Darrell informed that Public Relations are tracking reasonably well. The Public Relations strategy for this year has been to cross market our information and our news stories as much as possible throughout our channels of Communication including facebook, our newsletter, the district website, email communication and our district calendar; urged those on facebook to be also a member of the D73 facebook group. If something appears on the D73 facebook page it is endeavoured to be replicated on the D73 website and vice versa. Darrell advised that currently the District is investigating upgrading the website. There have been a few issues with the hosting company of the website and that we are working on finding a new host. The website is only 60% of the position of where Darrell would like the it to be and in the next few months it is hoped to be moved forward to a better position.

Darrell acknowledged the work of (i) Madhavi Chandrasekara (Branding & Events Manager) who is currently working on a D73 promotion brochure that clubs may use as PR; (ii) Huge congratulations to Michael Clancy for his outstanding work on the District 73 Newsletter; and (iii) Debbie Lee DTM for her work as Communications Manager who works largely with our Trio team to get information out to the District.

Darrell announced that he is in the process of an audit of club websites and has found most to be of good quality; he urged clubs to keep their websites up to date and suggested those clubs using *Easyspeak* to have a second website which is actually for the public; *Easyspeak* is largely internal and Darrell urged clubs to consider using *Free Toast Host* or something of a similar nature that is open to the public. Darrell also suggested clubs have a domain name. There are many clubs who only have the Free Toast Host number as their domain name and it is difficult to promote the club without the club's name included in the web address.

**Motion:** That the Public Relations Report, as tabled in the booklet, be adopted.

**Moved:** Darrell Pitt DTM – District Public Relations Manager.

**Seconded:** David Hughes DTM – Frankston Toastmaster Club.

**Motion Carried**

## **Division Director Reports: Christine Dimitros DTM**

*Refer to page 32 - 38 of the meeting booklet.*

Christine announced that there would be no time for Division Directors to deliver their reports.

**Motion:** That the Division Director Reports, as tabled in the booklet, be adopted.

**Moved:** Nola Sharp DTM – CFA District 13 Toastmasters Club.

**Seconded:** Sue Pederick – Adelaide Toastmasters Club.

**Motion Carried**

## **Area Director Reports: Christine Dimitros DTM**

*Refer to page 39 - 58 of the meeting booklet.*

Christine announced that there would be no time for Area Directors to deliver their reports.

**Motion:** That the Area Director Reports, as tabled in the booklet, be adopted.

**Moved:** Marlene Sinclair DTM - R34 Area Director.

**Seconded:** Michael Clancy – M21 Area Director.

**Question:**

1) Jessica Grant (R37 Area Director): queried R37's missing report.

AM apologised and will include the report in the meeting minutes.

**Motion Carried****Amendment to the Meeting Booklet p 57:****Area Director Report – R37, District 73**

*Jessica Grant - 1<sup>st</sup> November 2017*

<b>Goals</b>	<b>3807 Glen Waverley</b>	<b>4203 Valewood</b>	<b>7100 Monash</b>	<b>716568 Toast of the Country</b>	<b>5546343 Pentana Solutions</b>
<b>DCP Points to date</b>	1	1	2	3	3
<b>First AD Visit</b>	30/10/17	14/08/17	8/08/17	6/07/17	Will be 21/11/17
<b>Oct 2017 Renewals</b>	<i>Achieved</i>	<i>Achieved</i>	<i>Achieved</i>	<i>Achieved</i>	<i>Achieved</i>
<b>Competent Communicati on Goals</b>	<i>1 completed, expecting 3 or 4</i>	<i>3 people identified</i>	<i>Expecting at least 2</i>	<i>1 completed, VPE has asked members. Advanced club and all members have CC's, so unsure</i>	<i>1 completed, yet to discuss with club</i>
<b>Advanced Communicati on Goals</b>	<i>Expecting 2</i>	<i>Club hasn't identified any members</i>	<i>Expecting at least 1</i>	<i>1 completed, VPE has asked members re others</i>	<i>Yet to discuss with club</i>
<b>Leadership Goals</b>	<i>Expecting 1</i>	<i>Need to follow up to complete club visit report</i>	<i>Club has not identified who will complete these yet</i>	<i>1 completed, VPE has asked members re others</i>	<i>Yet to discuss with club</i>
<b>Membership Goals</b>	<i>Have 3/8 Expect to achieve</i>	<i>Have 2/8 Expect to achieve – club has strategies to strengthen or grow membership base</i>	<i>Have 4/8 Expect to achieve</i>	<i>Have 1/8 Expect to achieve</i>	<i>Have 5/8 Expect to achieve – very proactive!</i>
<b>Round 1 COT Attendance</b>	<i>Yes (5/7)</i>	<i>Yes (4/7)</i>	<i>Yes (5/7)</i>	<i>Yes (6/7)</i>	<i>Yes (7/7)</i>

**Comments:**

- *Area contests are now complete, results forms have been submitted to Liz Allwood (Division Director)*
- *Area council meeting will be held 4/11*
- *All clubs progressing well and working towards achieving goals, will pump them up at the area council meeting and in my 2<sup>nd</sup> half club visits*
- *Area has identified one potential leaders for 2018-19 and will work with clubs on identifying others*
- *My report is on time and I'll be at the DEC meeting this time. The only way is up!*

**Club Extension Chair – Estella Hutchinson DTM on behalf of Bruce Hill DTM**

*Refer to page 58 - 60 of the meeting booklet.*

Estella declared that the district's club base is 157 clubs. There have been some changes to the Club Extension Report as follows.

Two clubs have closed this year, (i) Lin Fox Toastmasters and (ii) Thales Toastmasters. Estella noted that two additional clubs are currently suspended; (i) DSTO Melbourne and (ii) St Kilda Road Toastmasters; and that one club remains unpaid, Shepparton Toastmasters. To date, four new clubs have been chartered; Admiral Toastmasters Club, Xero Toastmasters Club, LMC Toastmasters Club and UniSA Toastmasters Club. These pluses and minus' bring us to zero growth for the year. That is zero loss as well.

It is expected in the next fortnight that three clubs will charter; (i) Telstra Big Talk Toastmasters Club (ii) Flinders Lane Toastmasters; and (iii) MNF Group Toastmasters Club.

**Motion:** That the Club Extension Chair Report, as tabled in the booklet, be adopted.

**Moved:** Estella Hutchinson DTM – Club Growth Director.

**Seconded:** Carole McCulloch DTM – Wangaratta Toastmasters Club.

**Motion Carried**

#### **Questions:**

- 1) Grant King (Manningham Toastmasters Club): asked if Estella had noticed any trends with 'clubs at risk' eg. Ford Corporate club and if clubs are low numbers, would an amalgamation be considered losing one club rather than two?

Estella responded to say that the *Club Couch Coordinator* has audited the clubs in the district and has identified clubs that require assistance; and that the District is putting together a proactive approach to coaching this year. Hopefully we will be able to get those clubs over the line.

- 2) Carole McCulloch DTM (Wangaratta Toastmasters Club): Indigo Speakers which will be part of Northern Division, Area N29 will charter in the next few days.

#### **Club Coach Coordinator Report – David Hughes DTM**

David has audited the district club membership numbers and has found that 46 out of 157 clubs are eligible for a club coach. As of the morning of the meeting, 15 coaches have been appointed with 5 coaches to be appointed shortly. David mentioned that there are 58-60 clubs in District 73 that have membership numbers between 13 and 19 they need some help now and again; and this help will be addressed through the promotion of the Adopt a Club Program. David requested that experienced Toastmasters and prospective Mentors throughout the District should speak to him later. David explained that with Coaching you don't have to be an experienced Toastmaster to coach a club, you do to be a mentor. To be a Coach you need to understand the mindset of coaching. Coaching is moving into a club and finding out what they are doing and allowing them to find a solution for their club by using the Coach as a sounding board. It is not to take the club over with your ideas as it is their club. David will be working with Estella and together they will be proactive. They will be contacting the Presidents of the eligible clubs and by the end of November all will be across what is happening with Club Coaches.

**Motion:** That the Club Coach Coordinator report be adopted.

**Moved:** David Hughes DTM – Club Coach Coordinator.

**Seconded:** Clare Bunworth – Northern Division Director.

**Motion Carried**

#### **SA Speech Craft Report – Sue Pederick on Behalf of Nick Kastelein**

Sue informed the District council that Nick Kastelein has been running the Speechcraft course for the last 18 months and he is handing it over in December with the view to take on a mentoring role to the new presenter. The new presenter is someone who will have more time to follow up on people who are keen on Speechcraft. SA currently runs 4 – 5 Speechcraft courses annually and are currently in the registration period October/November for the final Speechcraft for the year; a team has been set up for the first session in Feb/March 2018.

Sue explained that all SA Speechcraft and Division information is kept, maintained and shared with the Central

Division on their website - [www.toastmastersa.org](http://www.toastmastersa.org); this website is crucial to keep in touch with their members and is the go to point for the Division to share information. Sue acknowledged the website is kept updated by their members. Speechcraft is responsible by each club who takes on the role yet doesn't need to be run by members of just that club. Sue explained that when the role is taken on members of other clubs can be involved and in that way, it is not an onerous task and is sharing the load. Sue recognized the stability and experience from the team of members supporting Speechcraft.

**Motion:** That the SA Speechcraft Report be received.  
**Moved:** Sue Pederick – Central Division Director.  
**Seconded:** Mal Rodgers – C9 Area Director.

**Motion Carried**

### **SA Training and Education Report – Sue Pederick**

*Refer to page 61 - 62 of the meeting booklet.*

Sue informed the council that *SA Training and Education* is run by a team, being Area Directors and the Division Director, which provides a better outlook and allows the outcomes to be readily delivered to all the clubs. It has been found as a better way to encourage members where the promotion is coming from more than one person. The team has run three workshops this year to deliver the Successful Club series which was run by eleven members, this helped members achieve their ALB or personal goals. A Tech 2020 Pathways workshop was held on 11 November. It was noted that Estella helped to present a Pathways presentation which was shared across 18 clubs which was wonderful representation of the Division; Sue acknowledged Estella's efforts which led to an impromptu meeting of Central Division's future. The key to the Training and Education in Central Division is that the venue is always known, the dates are set well in advance and publicized widely. Plus it is supported by the whole team of Area Directors and the Division Director and it is a great way to support Toastmasters SA.

**Motion:** That the SA Training and Education Report be adopted.  
**Moved:** Sue Pederick – Central Division Director.  
**Seconded:** Michelle Smith C10 – Area Director

**Motion Carried**

### **2017 Semi-Annual Convention Report – Cindy Wu**

Cindy thanked everyone for coming to the Semi-Annual Convention. It is a really good opportunity to learn and organize this event. Cindy particularly like to thank Liz and Estella for their guidance; Cindy also thank those who bought tickets for the event. Cindy announced that the budget was met for the event; Cindy would have liked to provide exact numbers yet it was too early to finalise numbers. Cindy encouraged anyone that was interested in taking on the role of Semi-Annual Convention Chair as it is a great learning experience.

**Motion:** That the 2017 Semi-Annual Convention Report be received.  
**Moved:** Cindy Wu, Semi-Annual Convention Chair – Central Division Director.  
**Seconded:** Marlene Sinclair DTM – Croydon Yarra Valley Toastmasters Club.

**Motion Carried**

### **2018 Annual Convention Report – Maurice Rimes**

*Refer to page 61 of the meeting booklet.*

Maurice Rimes reminded us that when this council last met it confirmed that the 2018 Annual Convention would be held in Hobart. On behalf of the organizing committee including Convention Chair Estella Hutchinson DTM Maurice was delighted to confirm that the 2018 convention will indeed be in Hobart. To be held during the 18<sup>th</sup> and 20<sup>th</sup> May 2018; and announced that Tasmanian Toastmasters look forward to welcoming our colleagues from Victoria and South Australia to Hobart, Tasmania. The theme of the convention is "Speak of the Devil" – (*Dream*,

*Empower, Vocalise, Inspire and Lead*). Speakers for event are being finalized and look forward to advising in the coming months; applications to present workshops are now open and the details are available on the convention website.

Maurice advised that tickets are now on sale; early bird tickets cost \$310 (which includes all three days and gala dinner); and that cost will revert to \$350 after 31 December 2017 or after the allocation of fifty tickets has been sold whichever comes first. Flyers were provided in the Semi-Annual convention packs. The convention will be a great learning experience, Hobart is a beautiful city and we will all have a lot of fun.

**Motion:** That the 2018 Annual Convention Report be adopted.  
**Moved:** Sue Pederick – Central Division Director.  
**Seconded:** Judy Murphy DTM – Wandin Toastmasters Club.

**Question:**

- 1) Vicki Travers DTM (Spirit of Davenport Toastmasters): queried if the price of the accommodation has been made available.

Maurice announced that the details of the accommodation have been made available on the website Grand Chancellor Hotel and there are other alternatives within easy reach of the city of Hobart.

**Motion Carried**

**Pathways Program Report – Liz Allwood DTM**

*Refer to page 28 of the meeting booklet.*

Pathways for Region 10 and 12 are being rolled out together and we must meet 70% of clubs trained in order for the District to progress on to pathways; Our District is heading in the right direction as TI have emailed pathways information to club officers and members and we are on track heading towards the 70%. Club Officer Training will include additional training for Base Camp Managers – this is another platform that needs to be managed in addition to Club Central, Free Toast Host or Easyspeak. Initially there will be uncertainty but Liz is assured that it will all fall into place managing Base Camp and our other platforms. and; there are many tutorials available on the TI website. Base Camp Managers are Club Presidents, VPEs and Secretaries. It is a fantastic journey that we are going on and we are making history in this amazing organization. There will be judder bars (speedhumps) along the way but we will get there and together we will be taking a whole new direction.

**Motion:** That the Pathways Report be adopted.  
**Moved:** Sue Pederick – Central Division Director.  
**Seconded:** Carole McCulloch – Wangaratta Toastmasters.

**Questions:**

- 1) Paul Cutis (C8 Area Director) queried what would happen if 70% of clubs were not trained by the deadline of the end of November.

Liz replied that Pathways training would continue through December if the November target was not met.

- 2) David Hughes (Frankston Toastmasters Club); sought clarification of whether it is 70% of clubs or 70% of members that require Pathways training.

Liz responded that it is required that 70% of all clubs be trained in Pathways.

*There were no further questions.*

**Motion Carried**



## General Business – Christine Dimitros DTM

- 1) Madam Rafaela requested the chair to direct the members to buy raffle tickets. She advised there are over twenty prizes to be won.
- 2) Bernie Hoefler (S41 Area Director): queried what needs to be formally archived from contests in regards to the forms used.

Liz confirmed that eligibility forms need to be checked as correct at the time of a contest; and contest results forms need to be handed on to the next level. All other forms can be destroyed and are not required to be kept after the contest. No forms need to be archived.

- 3) John Turner (Bayside Toastmasters Club): queried that due to the complexity of contest rules in keeping the judges anonymous where possible, it is deemed impossible, John would like to put to Toastmasters International to review the rule and acknowledge the great work that the judges do. He would like to reinstate bringing the judges up the front to present them with a gift. It is a travesty in the contest itself that this is against the rules. Would like to put a motion to TI to register that we would like to change the contest rules to acknowledge the great work of the judges.

The District Director advised that the District wouldn't be able to change the rules in the TI Contest Rule Book but a submission could be put forward to TI. Requested John Turner to put the motion into written words and forward that to the chair. A submission from the District to TI would need to then be voted on by the District Council by way of a motion.

Judy Murphy advised that instructions are in the club constitution as to the direction on how to go about requesting an item of business to be raised at the Annual Business Meeting held in August. As a club you could put that motion through to TI. It is quite a formality to go through and it doesn't necessarily have to come from District. Suggested it might be a stronger submission if it comes from District rather than the club.

A suggestion was also put forward that a group of clubs may be interested in putting forward this issue about judges not being anonymous.

**Motion:** To seek leave of the meeting so that a motion could be written.

**Moved:** John Turner - Bayside Toastmasters Club.

**Seconded:** Michael Clancy – M21 Area Director.

### Motion Carried

Leave of the meeting 12:27pm

Meeting resumed at 12:44pm.

**Declared the following Motion as a 'Motion on Notice' for the DEC meeting on 7 April 2018.**

### Motion:

That: The District put forward a request to Toastmasters International to change the ruling that judges must be anonymous at the Club and the Area level.

- 4) Bernie Hoefler (S41 Area Director): queried if there was a formal way to seek judges for contests and if not, could we have a formal process put in place. Understands there is a D73 facebook page, yet there is a need for another way to source judges. Some areas are able to find many judges and other areas struggle.

After some discussion it was concluded that there was no formal process in place to secure judges. Anne

Banham advised to volunteer as judge and accept reciprocation; Anne Ahern advised that she creates a spreadsheet of when she has judged and those who have helped her with judging and hands that over to the next person in charge of that event. David Hughes said that in a previous year, he and Adrienne Bowd had kept a register of those who would judge. David stated he would be happy to do this again; Yvonne Gluyas mentioned difficulties in getting judges to Tasmania; Christine Dimitros said that funds are available for Victorian judges to help in Tasmanian contests; Bernie Hoefler suggested to have a formal District Officer position appointed as a Judge Officer and they could be the source for judges. District Director put the point forward that the District Events such as District Officer Training, COT etc are the best place to network and source judges. It is the District Officers who do not come to these events that have the most trouble obtaining judges as they haven't had the networking opportunities. Lindy Woodburn put forward that she supported the Register of Judges and promoted her Area contest on Wednesday night to which after many emails she has only been able to obtain three judges. Bibi Cassar commented that it wasn't common knowledge that funds were available for judges to go to Tasmania and noted that Yvonne had queried this at DOT. Ann Banham referred to judges at Club level should be sourced from the members of the club. It provides very good training for the members who can then go on to judge beyond the club level.

- 5) Tracy Green DTM (Hawthorn Toastmasters Club): asked if anyone is interested in being an On-line presenter for 2018 On-line training, to please let her know. Upcoming On-line training is Nola Sharp presenting on Mentoring and David Hughes presenting on Club Coaches.
- 6) Clare Bunworth (Northern Division Director): Spoke in relation to previous discussions on confirming dates for Club Officer Training (COT). Clare requested that the motion to confirm COT dates occur at the next meeting.

Christine's response was that this was a motion that was to be put at this District Council Meeting. However, the dates have not all been set yet and that is why this has been deferred to the DEC on 7 April 2018; and asked if there is any preference for set dates they should be submitting them now to either herself or Liz. Christine further stated that the major Division COT dates could be set with the regional/rural and catchup COT dates not preset, that would be ideal.

Liz Allwood, PQD stated that she has been looking at calendar dates and how we can book the COT dates and it is a struggle with so many events. There will be overlap of some events. However, Liz would also like to put forward for our Divisions that we emulate Central Division. The Divisions should be running thorough organized COT with a minimum of four hours. Inner City and Metro seem to be going under the radar in that respect due to the venue that has been used. The objective is for Club Officers to attend the main COT as the followup sessions may not be as thorough.

Nola Sharp spoke to the minimum of four hours COT. Club Officers are not able to get to the venue in Ranges until 7:00pm and that means COT will finish at 11:00pm. Majority are reluctant to stay that late. Ranges run their COT for three hours and what they fit into that time is simply amazing. Advised we need to use the time better.

### **General Announcements: Christine Dimitros DTM**

- 1) Darrell Pitt DTM (District Public Relations Manager); invited news to be given to him to distribute on the District website or the Southern Cross Newsletter.
- 2) Carole McCulloch, Wangaratta Toastmasters announced the Pilot of Air Force Cadet Squadron Speechcraft Program in Wangaratta has almost finished. Another one will commence in South Australia being supervised by Peter Cesco. The program has now been sanctioned to run Australia wide. Next on the list is Queensland and WA. Encouraged to look out for the program and support in your state.
- 3) Sue Pederick (Central Division Director) announced that on Page 34 of the booklet that Central Division had someone run an HPL project on the quiz night to bring about camaraderie in the Division. The proceeds raised was over \$1,000 are going to District 73 for the convention in Hobart.
- 4) Michael Clancy (M21 Area Director); followed on from what Darrell had spoken about at 1) reminded the District Council that the Newsletter is distributed on the third Tuesday of the month and requested

to have submissions in by the second Tuesday of the month; advised that there will be a District Newsletter in December and January.

**Notices of Motions: Christine Dimitros DTM**

1. **Motion:** That D73 ask TI to change the ruling that judges at club and area levels must be anonymous. That at club and area level contests it be at the contest organizer's discretion as to whether the judges remain anonymous.
2. **Motion:** That *Club Officer Training* dates be set for the Divisions.

**Time and place of next meeting: Christine Dimitros DTM**

The next District Executive Committee Meeting be held in Saturday 7 April 2018; and District Council Meeting held in Hobart on Saturday 19 May 2018. More details will be circulated closer to the dates.

**Thank you and adjournment: Christine Dimitros DTM**

This meeting would not have gone ahead without the help of several people:

- **District Parliamentarian:** Clare Jennings
- **District Administration Manager:** Rebecca Arnold
- **Timer:** Viranga Ratnaike
- Thank you to my dedicated leadership team.
- Thank you to everyone for coming today, I call this meeting closed at 12.55 pm

DECLARATION	Confirmed as a true and accurate record of proceedings.	
	Signed:	
	District Director:	Christine Dimitros