



MINUTES
District 59 Executive Committee Meeting
Saturday, 4 September 2010

Venue: Bonner Kunstverein Artothek, Hochstadenring 22, 53119 Bonn, Germany

Start: 11:00 am

1. Call to order, Welcome

DG Benjamin Brühl welcomed the attending District Officers and called the meeting to order.

2. Roll call and certification of quorum

District Secretary Petra Frenzel confirmed that a quorum had been reached with 35 (out of 55) members attending the meeting.

3. Reading of the District Mission

DG Benjamin Brühl read out the District Mission and explained it in his own words.

The objectives are to enhance the quality and performance, extend the network of clubs and offering more people the opportunity to benefit from Toastmasters by focusing on the four critical success factors, ensuring to effectively fulfill responsibilities to members and providing effective training and leadership development opportunities.

He also mentioned that Robert's Rules of Order had to be followed during the meeting.

4. Adoption of the Agenda

The agenda was sent out to all District Officers prior to the meeting. There were no objections and no requests to amend the agenda. IPDG Ellen Hermens proposed the motion to adopt the agenda as distributed. This motion was seconded by John Rouse. DG Benjamin Brühl stated the motion to the assembly which voted on the motion to adopt the agenda. There were no objections or abstentions.

Thus the agenda was adopted.

5. D59 Secretary's Report

The Minutes of the D59 ECM held on Friday, 4 June 2010, were circulated at the end of July.

IPDG Ellen Hermens proposed the motion to skip reading out the Minutes and accept and approve them as circulated. This motion was seconded by Kai Steinbach.

DG Benjamin Brühl stated the motion to the assembly which voted on the motion. There were no objections or abstentions.

6. Confirmation of D59 Officer Appointments

1) DivG Elizabeth Nostedt resigned from office. Mikael Esselius was appointed successor by DG Benjamin Brühl.

Gerhard Hoerger proposed the motion to confirm the appointment which was seconded by Joao de Mendonca.

DG Benjamin Brühl stated the motion to the assembly which voted on the motion. There were no objections or abstentions.

Thus, Mikael Esselius was confirmed as Division G Governor for 2010/2011.

DivF Governor Christian Manteufel reported that no one has been found for AG in Area F2. The Area will be run without AG. All jobs will be done by delegation of duties.

7. Report by District Governor Benjamin Bruehl

What happened so far:

- 1) June: District Officer Training in The Hague
- 2) June: Transition Training at Ellen's home. Old and new bottom-7
- 3) August: Bottom 3 at International Convention
District Leader Training, Networking; Preparing long-term District Success Plan; New Budget
- 4) IPDG Ellen Hermens was congratulated for leading D59 to President's Distinguished District in 2009/2010.

DG Benjamin Brühl presented his strategy for achieving the District's mission of "Fulfilling Your Dreams" => F.O.C.U.S

Have Fun

Be Organized

Commitment to excellence

Understand your members' needs

Serve your members and start now!

8. Report by Lieutenant Governor Education & Training Barbara Hoerger

- 1) Barbara Hoerger started her report by thanking the audience for electing her Lt. Gov. Education and Training
- 2) Her Success Formula for successful Divisions, Areas and Clubs is:
We need to **C.A.R.E**
Competent Communicators
Advanced Communicators
Retention/Recruitment of members
Extension of Clubs
- 3) TMI has set out goals for D59 for educational achievements which are:
337 Competent Communicators
96 Advanced Communicators
163 Competent and Advanced Leaders

TMI set goals are reachable and represent the minimum to be achieved. D59 has higher goals, S T R E T C H E D goals, that shall help D59 become President's Distinguished District

Each existing club should report

4 CCs => 688

2 ACs => 344

2 Leaders => 344

- 4) Each club shall become President's Distinguished,
Each Area President's Distinguished so that each Division will become President's Distinguished Division.
In this context LGET Barbara mentioned that it is important that clubs report members' awards as soon as possible to TMI so the members get immediate recognition. DG Benjamin explained that some clubs submit awards during the meeting by WLAN.
- 5) Important Notes:
 - a) 20.09.2010 Club Officer Training Reports due to LGET, 5 still missing.
 - b) Distinguished Area and Division goals can be tracked by checking

<http://reports2.toastmasters.org> Choose District 59 and go to Division Governor dashboard

- 6) District Officer Training
District 59 will have achieved the first goal and trained 85% of District Officers by September 30th. LGET Barbara congratulated everybody for this milestone.

9. Report by Lieutenant Governor Marketing Didier Dehem

- 1) Explanation of Responsibilities:
 - a) Letters R and E of CARE. => Membership Retention and club Extension
 - b) Follow up of administrative tasks at area and club level (i.e. dues...)
- 2) Figures and goals
Number of Clubs: 152 in 2009 > 172 in 2010 (31.07.)
TMI goal: 177 clubs (+5) at 31.07.11
D59 goal: 210 clubs (+ 38 = 1 per Area)

Membership Payments: 8.358 (2009) < 9.643 (2010) < 9.835 goal TMI for 2011
- 3) How to reach goals
 - Be more efficient
 - Delegate, plan, give recognition
 - Build club building committees; Division Level: Policy; District Level: Sharing Expertise

10. Report of Public Relations Officer Tuire Vuolasvirta

- 1) Tasks:
 - a) Help DG Benjamin, LGET Barbara and LGM Didier
 - b) Publish District Newsletter Clarion
 - c) EasySpeak responsibility.
 - d) Care for D59 website (www.district59.org)
- 2) EasySpeak: 2 contact persons are still missing as supporters at Division Level
- 3) D59.org website: Ellen started to reorganize the website and already made updates to make it more modern.
- 4) GSA: Toastmasters will have a booth there.

11. Report of Audit Committee (Summary)

- 1) D59 was audited by TMI as well as US Federal Tax Officials.
No negative feedback for July – December 2009
Should any mistakes have come up, TMI could lose Tax Exempt Status worldwide.
- 2) D59 Audit Committee comprised of David Mathieson (Chair), Martin Schuster, Dorothea Hammer. Report properly reflects the situation for the period January 2010 – July 2010.

12. Report by District Treasurer Gerhard Hoerger

District Treasurer Gerhard Hoerger presented the budget. [Details were sent to the District Officers by DG Benjamin Bruehl via email on October 12th, 2010]

Main Changes compared to last year:

- 1) DG Benjamin pointed out that Incentive Program has been ceased because it was too complicated. The Goal is to simplify the budget. The money should be spent for achieving and supporting the critical success factors.
- 2) District Treasurer Gerhard explained the expense claim process.
Reimbursement claims have to be submitted within 30 days of occurrence. Afterwards

reimbursement is not guaranteed.

For mileage calculation use: <http://maps.google.de/maps>

13. Q & A + Approval of Budget

- 1) AG Mats Skarp : Effects of changes in exchange rates.
- 2) Div Governor Mikael Esselius asked whether money is paid in EUR in D59. Yes.
- 3) Jaap Russchenburg SAB Chairman asked whether money that is meant for Divisions will be transferred to the Divisions after the budget has been approved.

Receipts are necessary to obtain money according to division budgets approved by the division councils.

Any money held in Division accounts is District money and Division Governor and Treasurer have to have access. be opened but then Treasurer Gerhard requests monthly reports.

- 4) Div Governor Morag Mathieson suggested that Division financial reports should be sent to DT Gerhard who distributes them to the Bottom-3.
- 5) John Rouse asks regarding travel expenses. Since Div. J is very active for instance in demo meetings he would be happy if a reallocation would be possible at the end of the year if some Divisions have not used up their budget.
Gerhard answered that all divisions should be treated equally. Even at the DECM in February it would be difficult to estimate the final figures because some reimbursements come in late.
- 6) David Farago asked if reimbursements can be claimed after 30 days. Gerhard answered that that is possible yet reimbursement is not guaranteed.
- 7) Kamran Derakhshan asked if a solution could be found to have attendance at DECM paid completely by D59. This problem has not been solved yet because D59 is so spread out. According to TMI guidelines only 30% of budget could be spent for travel.

Approval of budget: John Rouse moves to approve the budget as presented. This movement is seconded by Mikael Esselius. Nevertheless, DC has to be finally accepted in Barcelona in November.

As there were no objections nor abstentions the budget was approved as presented.

13:05 - 14:00 Lunch

14. Report of Strategic Advisory Board (SAB)

The task of the SAB is to advise the DECM for the future. Current topics are:

- 1) Growth of the District
DG Benjamin explained that D59 needs more money. Moreover, D59 wants to become really European by expansion. A lot of EU countries are missing because they don't have a strong TM areas. Only if there is a strong area countries might be allowed to belong to D59.
Therefore, the SAB proposes to regard EU borders as ultimate borders for D59 so that a single club could become a member of D59 following approval of the District Council. Possible proposals will be explored by the SAB.
- 2) District Conferences
What problems could occur regarding the contest if there are more Divisions and thus more contestants. How could this be handled?

3) Train the trainer

Not all club officers are trained appropriately. How could D59 improve training for AG/DG so that they could perform better.

15. Reports by Division Governors (or their Reps)

(in order of presentation)

Div. H: is a very extended area. There are not so many Spanish people.

Goal:

- 1) Expansion by one more area
- 2) Become President's Distinguished Division by April
- 3) Expand online presence
- 4) 7 clubs shall be President's Distinguished
- 5) Increase Club Membership since there are 3 clubs below 13 members and 2 below 20 in the Division.

Div. E: - state of Div. E is "excellent"

- Natalia organized good training
- Div. Strategy has been set up.
Vision is to become President's Distinguished Division
- Realignment needed for E3. It has 6 clubs and is still growing.

Goals;

- Effective and inspiring officer trainings
- Effective club visits
- Regular communication
- Networking
- EasySpeak and other tools
- 3 prospective clubs in Div. E
- "Get the Message Across" to improve communication (internal/external)

Div. D: - Divisions comprises of 4 countries, 15 clubs, 4 areas; 200km for AG

- fabulous team of AG
- 2 clubs might need club coaches. Coach has to be appointed.
- 3 clubs in development
- New officer role in Budapest: VP of Leadership to promote leadership track of TMI

Recommendation: Ensure that you know what your clubs do and that they know what to do, especially new clubs.

Div. B: - collaboration with other areas for creating bigger events

- Challenges:

- 1) Manage newly founded clubs. More than 30% clubs in the Division are younger than 3 years. Founding is easy, but to manage clubs esp. after 6 months is hard.
- 2) Two corporate clubs don't involve in community and have few members.
- 3) Many bi-lingual clubs because most members are foreigners. There are only few Belgium people

- Best Practices:

- 1) Joint area contests
- 2) Close Cooperation of AG
- 3) Bi-lingual clubs

- Goals:

- 1) Consolidate existing clubs
- 2) Support the existing clubs
- 3) Coach clubs in difficulties
- 4) Grow in depth

Div. C: - 1 new club in Halle. Bremen has forwarded charter papers to TMI. In Berlin a French club should be set up as well as a Dutch club. Furthermore, a corporate club at Fraunhofer (bi-lingual) demo meetings will take place in Rostock and Leipzig. In Poland there are 3 prospective clubs and some demo meetings.

- Challenges:

- 1) How to keep existing members and get new members
- 2) 6 areas but low attendance at DECM

- Goals:

- 1) President's Distinguished Division
- 2) Split up Germany and Poland because of new Polish Clubs

Div. F: - Some areas face a high fluctuation and work on stabilization
- Kaiserslautern club has given up, Heidelberg has few members and should have a coach. There is prospective French club in Darmstadt.
- Area F2 is still without AG, nevertheless work is done.
- Area F4 wants to connect clubs more. Vision is that members visit neighboring clubs. A monthly newsletter on activities has been established.

Div. A: - 6 prospective clubs
- leadership manual very much used.
- 1 AG for next term already chosen

Div. G: - 4 prospective clubs; Malmö club has 17 members and could be chartered soon.

- Goals:

- Become President's Distinguished Division
- Include Finland

- Challenges:

- 3 clubs need some support and 2 need coach.
- great distances in the area

Div. J: - Division should be run like a business
2 Assistant Area Governors of 3 areas in total: Div Treasurer, Assistant Div. Gov. Marketing; several committees

- Goals:

- Have 6 areas by June 30th
- Have Ambassadors

Div. I: - Goals:

Participants of contests and conferences should learn and work together, interact and share experience.

- Challenges:

- Several clubs have less than 20 members, others more than 40-50.
- Only 25% of members attend the joint Area and Division contest => How to get more people there?

- New Ideas:

- public activities, kids club, TM on top of the mountains (Kilimandscharo),
- Division Radio (Radio Lora)

16. Sharing and discussing ideas

(done in groups)

1) Training Ideas

- officers duties as speeches
- inviting potential officers
- special events

- work on different topics. Identify issues that could be done regularly. Focus on small goals (3 main objectives).
- breakout sessions to work in parallel and other activities
- early preparation and participation of incoming officers
- outgoing officers serve as role model (enthusiastic). Same as DG and AG
- training should be inspiring and motivating and useful to officers. ADD VALUE!
- outside perspective
- how to build a bridge from one year to the other
- interactive, workshops
- CP, VPEd were asked for topics they are interested in => feedback was positive
- what is beyond the club? DECM etc.
- invite VIP's
- officers from other clubs

2) More commitment

- sell the value, what can be earned
- conduct educational sessions
- talk to people, leaders and prospective leaders
- listen and talk
- use the success series manuals
- tell success stories
- reap the benefits
- praise, recognition, trust
- believe in people
- Wiifm – Wiifu
- lead by example
- recognition on a very personal level

3) Corporate Clubs

- check for links
- new workers get invitation put into their calendars.
- 1h lunch meetings
- sell value (learning organisation)
- use list of all corporate clubs from TMI to identify local international companies that already have a TM club abroad

16:15 - 16:35 Beverage Break

17. D59 Fall 2010 Conference Report (Barcelona)

- 1) For the organisation of conferences a new role was created: Conference Coordinator
- 2) The Conference Coordinator is the intermediary between the Conference Organisation Committee and the DG and LGET respectively and shall reduce the workload for the District Leaders.
- 3) For Barcelona and Lisbon the Conference Coordinator is Markus Künkel.
- 4) So far there are 155 registrations and 11 weeks to go.
- 5) There will be attendees from the Ukraine, Russia and Finland.
- 6) Edith is looking for sponsorship, but that's still in the pipeline.
- 7) Contests will be Humorous Speeches and Table Topics in English, German, French
- 8) Prior to the conference weekend a training for the Judging Team will take place.

18. D59 Spring 2011 Conference Report (Lisbon)

- 1) Lisbon Conference is scheduled for May 20th – 22nd, 2011
- 2) There will be two locations, the hotel and the conference location
- 3) Conference will start with DECM and Evaluation Contest Briefings Friday night
- 4) It is planned to have 3 parallel workshops except for the International Speech Contest on Saturday.
- 5) On Sunday there will be 9 workshops and District Officer Training
- 6) Pat Johnson from TMI will attend the conference.

19. D59 Fall 2011 Conference Report (Basel)

- 1) Conference is scheduled for November 18th – 20th, 2011.
- 2) Venue will be Basel. The suggested venue has an aula and two other rooms, booked for DECM.
- 3) Dinner and dance at Elizabethan Church. Big and elegant location up to 500 people. Broad choice of dishes from all nationalities.
- 4) Girish Dave is nominated as Conference Chair.

20. Further conference bids? What's necessary to submit a bid?

To submit a bid the following should be handed in:

- research on venue
- possible dates
- nice presentation of the city
- catchy conference theme
- tentative budget
- conference team

Further conference bids: Budapest, Warsaw, Stockholm

21. District Calendar Update

Benjamin reminded the participants of the following deadlines:

- 30.09. Report club officer trainings to LGET
- 01.10. Club dues are due (remember to follow-up)
- 31.10. Complete area visits and report to TMI
- 19.-21.11. Barcelona Conference
- 30.11. Area visits reported to TMI
- 1-2/2011 Club officer trainings
- 2/2011 DECM venue to be chosen
- 2-3/2011 Find successor candidates
- 31.03.11 Report Club Officer Training to LGET

22. New Business

- 1) Ambassador Role: To qualify for Ambassador a Toastmaster should have much experience in serving as District/Division Governor, should be good in PR etc. The main responsibility is to represent Toastmasters
- 2) appointed: Ellen Hermens, Jaap Russchenberg, Celeste Brown

23. Announcements, Time+Place of Next Meeting

- 1) Next DECM will be Friday, November 19th, 2010 (Barcelona Conference), time proposed is 15:00

- 2) Next but one DECM will be in February. Volunteers for hosting DECM are Mikael Esselius (Gothenborg) and John Rouse (Utrecht).

24. General Evaluation

Kai Krüger volunteered to present a general evaluation of the DECM and remarked:

- 1) When presenting your report focus on your audience. What is in your report for other managers?
- 2) Q&A session should be short, precise and concentrated
- 3) Shorten the DECM in the part of conference bids
- 4) Do something for body movement to keep attendees awake

25. Adjournment

DG Benjamin Bruehl adjourned the meeting at 17:35 o'clock.