

## Draft Minutes of the District Council Meeting (DCM)

Date: Friday 25th September 2020

Time: 18:50 – 21:15

Venue: Zoom room

Attendance: 88 including guest speakers and guests

Abbreviations:

LG	Lorenzo Gios, District Director
LS	Lilian Shaftacola, PQD
EF	Emilia Fossati, CGD
TD	Tarek Desir, Public Relations Manager
FR	Fabio Rigamonti, Parliamentarian
KM	Kevin McKenna, Finance Manager
KS	Keith Sheldrake, Chair of the Audit Committee
CS	Carina Schey, Administration Manager
MP	Margaret Page, Keynote Speaker
PJ	Pat oihnson
VL	Victoria Lombard, Timer
BT	Brigita Tomas, Slovenian TM representative

### Summary notes:

LG	Welcomed the delegates and guests Introduced the keynote speaker, Margaret Page
MP	Presented an inspiring speech on defining moments in her life, situational leadership and never forgetting to look at the MAGIC – “moments of awe and grace I see in others”
LG	Thanked MP, invited questions from the audience
LG	<p><u>Called the meeting to order for the official part:</u> Welcomed everyone, especially those members attending this kind of meeting for the first time.</p> <ul style="list-style-type: none"> <li>• Today is Friday the 25th of September 2020 and the District 109 Council is meeting is being held online via teleconferencing (Zoom)</li> <li>• The time is 7:33 pm CEST, and I call the meeting to order.</li> <li>• We use formalities to observe procedures. Usually at this council meeting, we have the Club VPEs, Club Presidents, area directors, division directors and core team and it is open to others and guests</li> <li>• Tonight we have some special guests:             <ul style="list-style-type: none"> <li>○ Parliamentarian, Fabio, to ensure we follow the rules</li> <li>○ Keith, the finance audit committee chair who will present the results of the financial audit</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Brigita who will give us an overview of Toastmasters in Slovenia to support the request to join our District</li> <li>○ IT Manager and Timer Victoria</li> <li>● I remind you that guests at the DCM are allowed as observers but do not have rights to speak and vote, unless addressed by the District Director</li> <li>● We have a Timer, Victoria. Please pin her video so that you can see the time</li> </ul> <p>Before we start, our Parliamentarian, Fabio will provide us a refresh training on how to use Parliamentarian Procedures in the meeting. It's important to understand the rules we use. Invited FR to present parliamentarian procedures</p>
FR	<p>Presented parliamentarian procedures highlighting the need for: Clarity, fairness and representation by majority Respect and integrity Described types of motions <a href="#">LINK</a></p>
LG	<p>Thank you Fabio for the support in Parliamentary procedures and Carina for the administration Support. Thanked FR – asked for questions from audience – none received Provided an in-depth explanation of the processes to be adopted for the session, with respect to the use of chat, voting, recording of the meeting. The Timer will show the time signals. In the event of a motion, time is restricted to 1 minute per person, starting with the opposer to the motion, followed alternately by supporter-opposer with a maximum of 3 per position In the event of no opposition to a motion will be approved without a vote The chat was deactivated during the meeting and opened by LG/CS for chatting by invitation. In the event of assistance being required, the AM (CS) could be contacted in private. To raise a motion, members were to indicate so in the chat by texting CS or LG Explained the procedure for the double votes (members who have 2 votes)</p>
	<p>Invited CS to present District Mission – stated by CS <i>The mission for District 109 is to build new clubs and support all clubs in achieving excellence</i></p>
	<p>Invited CS to provide certification of the quorum – completed by CS <i>Of an overall 214 Club Presidents and Club VPEs in District 109, 98 have registered for the DCM. Therefore, the quorum of at least a third, has been certified.</i></p>
LG	<p>Invited CS to present the Agenda</p>
CS	<p>Presented Agenda, with quick descriptions provided by LG <a href="#">LINK agenda</a></p>
LG	<p>Requested approval of the Agenda by asking if there were any oppositions None received, the Agenda was duly approved.</p>
LG	<p>Requested approval of the Minutes for the Online DCM held on 16th May 2020. Minutes had been made available to all for several weeks. Requested if there were any oppositions to the minutes for the May DCM. No opposition received, the minutes were therefore duly approved. <a href="#">LINK Minutes</a></p>
LG	<p>Provided update on the Annual Business Meeting for Toastmasters International:</p> <ul style="list-style-type: none"> <li>● A change in the Regional structure was approved</li> <li>● All speech contests beyond club level, will be held online as directed by TMI</li> <li>● A further issue, the online clubs were formerly undistracted, and now online clubs can belong to a district. E.g. the DACH club</li> <li>● Malta situation – the decision has been postponed by TMI to accept Malta to join D109</li> </ul>

	<a href="#">LINK TMI</a>
LG	Invited chat
	DD Natalia: Asked for clarification on process to admit an online club to the district
LG	TMI has to agree, will check up on process Question from AB: Are online clubs assigned to an area or a district? LG explained that he would obtain clarification Invited PJ to share her insights. LG corrected slide content about 2021
LG	Described that some district officers, Area Directors, Finance Manager and Administration Manager are appointed positions. Proposed the motion to approve the appointed post-holders. Requested if there were any oppositions to appoint the named officers. Since no objections were received, the motion to accept the appointed officers was approved. LINK: <a href="https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg">https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg</a>
LG	Introduced the District Success Plan, and explained that each Core Team officer would present the part that they are responsible for.
LG	Presented the overview <a href="#">LINK DSP</a>
LG	Invited PQD Lilian Shaftacola to present
LS	Presented the goals for education for the district, with the focus on retaining club quality despite the circumstances (Covid-19 and lack of in-person sessions) <a href="#">LINK PQD</a>
LG	Thanked the PQD and invited CGD Emilia Fossati to present the plans for the district's growth
EF	Presented the goals, incentives and awards for the district, as well as some of the milestones already achieved <a href="#">LINK CGD</a>
LG	Thanked CGD EF and invited PR Manager Tarek Desir to present the PR plans for the district
TD	Presented the PR plans <a href="#">LINK PR</a>
LG	Thanked the PRM. Invited the members to ask any questions – none received
LG	Invited the Chair of the Audit Committee, Keith Sheldrake, to present Audit Committee findings/report
KS	Described the role of the audit committee Stressed the need for submission of receipts according to policies, and in a timely manner <ul style="list-style-type: none"> <li>• Thanked the Audit Committee team members</li> <li>• The district is in profit by approx. €5k largely due to Covid and expenses for travel have been low</li> <li>• Role of the Audit Committee is to ensure that policies are adhered to</li> <li>• ALL Payments should have receipts.</li> <li>• Credit Card Receipts and Bank Transfers are NOT Valid.</li> <li>• Claims for Expenses should be made quickly – with 60 days.</li> <li>• Itemise Claims clearly so that COT/DOT expenses are separated from other claims e.g. Zoom or club visits.</li> <li>• Name Claims clearly with Areas covered in joint COTs/Contests.</li> <li>• Mileage claims should have google maps attached with km to destination.</li> <li>• FM to define a naming convention for claims.</li> </ul>

	<ul style="list-style-type: none"> <li>When joint events are held COT/contest, authorization from the trio should be attached.</li> <li><a href="#">LINK Audit Committee</a></li> </ul>
LG	Thanked KS
LG	Outlined the need for the budget. Invited Finance Manager Kevin McKenna to present the district budget
KM	<p>Presented a summary district budget</p> <ul style="list-style-type: none"> <li>Creating the budget is based on TMI guidelines – no choice</li> <li>There are limits by categories</li> <li>Budget for the year is set at €55,347</li> <li>Based on input from PQD, CGD, PRM etc</li> </ul> <p>See Excel file: <a href="https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg">https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg</a>  PPT: <a href="https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg">https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg</a></p>
LG	<p>Thanked KM</p> <p>Final comment is that although a budget is created, we have to be flexible in the circumstances</p> <p>Called to open the chat to invite for a motion</p>
LS	<p>Proposed a motion to approve the District Budget as presented at the DCM</p> <p>Seconded by several members</p>
LG	<p>Opened the floor for discussion</p> <p>Invited members to ask questions</p> <p>None were asked</p>
LG	In the absence of any opposition, LG invited the Admin Manager to cast a single
CS	<i>A single vote has been cast to accept the district budget as presented this evening</i>
LG	<p><i>The motion has been carried to approve the budget as presented</i></p> <p><i>budget has been approved</i></p> <p>Can be sent to TMI for approval</p>
LG	Introduced the request by Slovenia to join the District, and invited the Slovenian representative to present their vision
BT	<p>Shared Slovenia's motivation for joining District 109</p> <p>Application: <a href="https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg">https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg</a></p> <p>Presentation: <a href="https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg">https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg</a></p>
LG	<p>Thanks BT</p> <p>Invited questions from the floor</p> <p>Motion was proposed by Metaxia to accept the request of Slovenia to join District 109</p>
FR	Request for information: Has Slovenia approached any other districts to join them
LG	Invited BT to respond
BT	BT explained that they have only approached D109
LG	<p>We have a motion</p> <p>We have a second (via text)</p> <p>Invited for oppositions</p>
LG	<p>Request for information from club representative Roberto (Italy): What are the motivations of the district to suggest approval</p> <p>No motivation; received request and approved without opposition as the district is happy to have Slovenia, and to demonstrate that there is convenience to have them, for the district</p>

LG	Invited DivDir AB (Austria) to share added rationale and motivation for Slovenia to join the district.
AB	Described the advantage for Slovenia to join with clubs in the southern borders of Austria, which are closer to Slovenia than to the majority of clubs in Vienna. Delighted that BT could align the Slovenian TM committee to align with D109
LG	Any opposition to the motion None received The motion has been carried to recommend to TMI to accept the request for Slovenia to join D109
LG	Invited IPDD, Metaxia to present the DLC Future leadership of the district
MK	Presented DLC DLC PPT: <a href="https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg">https://drive.google.com/drive/folders/1MB0PHe6-v5m8RLLoJP4t0NtJ7RH21wHg</a>
LG	Adjourned meeting