

District 109 - 5th Executive Council Meeting

Sunday 26th of January 2020 - Turin

Meeting Minutes - DRAFT

1. Call to Order

At 10:04 a.m. Metaxia Kritsidima, District Director, called the meeting to order and welcomed the members. She thanked Emilia Fossati for the support in Parliamentary procedures and provided some guidelines on how the meeting will be conducted.

Guidelines:

- Our meeting is open to members.
- We will be following Robert rules of Parliamentary procedures.
- When someone wishes to speak, he/she has to raise his/her hand, be addressed by the District Director and state his/her name, officer position and then the motion as requested.
- Minutes will be kept by Helen Polymerou and uploaded in our shared files in three weeks' time. The meeting will be recorded to assist in the drafting of minutes. After approval of the minutes at our next DECM the recording will be deleted.
- Lorenzo will be our timer, when you hear clapping and you are speaking we are kindly requesting you to stop.
- All discussions will be in 1 min intervals in a total of 6 min. Positions opposing will be speaking first then those in favor.
- In the case that we have no opposition we will be moving to approval with a single vote.

2. District Mission

Helen Polymerou, Administration Manager, read the District's Mission: "We build new clubs and support all clubs in achieving excellence."

3. Certification of Quorum

Helen Polymerou, Administration Manager, confirmed that 28 out of 36 executive members are present, and that quorum has been met.

4. Approval of Agenda

The agenda for today's meeting has been sent to you and uploaded in our shared folders. This agenda presented today has been amended. The amendments are:

- "Marketing & PR Report" to "PR Report": by default marketing is not part of PR.
- "Finance Report and Presentation of amended Budget" has been recognized as two separate documents, so the "Presentation of amended Budget" will go first, then we're going to have the "Finance Report", because we need first the approval before presenting the report.
- New Business motion has been removed by District Director. Lorenzo Gios is called to explain the reason why this motion has been removed.
Lorenzo: The motion was about the Triple Crown Awards we voted in Geneva. In the District procedures there are some rules concerning the Triple Crown Awards that contradict the District Success Plan. According to Toastmasters International, District procedures overrule District Success Plan, so we will follow what the procedures say. As a result this motion is not valid anymore.
- Andreas Geiger will not be presenting the "Alignment Committee Report", but Tim Birch.
- Metaxia Kritsidima will present the Amended Budget.
- Lorenzo Gios and Aires Marques will present the Finance Report.

Request for Information: Aires and Lorenzo

They won't present the Finance Report but Financial Guidelines.

Metaxia Kritsidima, District Director, informed that because we don't have an approved budget, it has not been uploaded in the system, and so there is no Finance Report on our expenses. According to Toastmasters International Finance Team it will be uploaded in two months. A report will be sent then to update everyone. For today's meeting, it has been decided that the report will be guidelines and understanding on the budget.

Lorenzo PQD: Move to approve the amended agenda as presented

Christoph AD E1: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried. The amended agenda as presented has been approved.

5. Approval of Minutes of Geneva DECM, September 15th 2019

The minutes have been uploaded in our shared file.

Christoph AD E1: Move to approve the Minutes of Geneva DECM

Motion seconded

Opposition: no

AM: single vote has been placed

Motion has been carried. The Minutes of Geneva DECM, September 15th 2019, have been approved.

Request for Information: Katia Burdet DivD A

Will the minutes be published in our District website and when.

Metaxia: According to the changes that were announced, the previous minutes of the DECM and DCM are already published in our District website. After the meeting members will be informed where in the website they can find the minutes.

6. Presentation of amendments to District 109 Procedures

Our objective is to retain the District 109 Procedures as updated as possible, in line with all other official documents of Toastmasters International. Procedures are uploaded in our website for our members to know how we conduct business and what is in place.

Our procedures were sent to Toastmasters International for feedback by the Legal Team.

We've got some recommendations and we have added three new clauses in these procedures.

The suggested amendments for approval by the DECM are:

- Two amendments following advice of Toastmasters International
- Two amendments that are not in line with District Bylaws
- The three new clauses mentioned earlier

Amendment 1 on p.5, Article 3, Section C, III:

Addition regarding the Program Quality Managers and Club Growth Managers:

“The Division Director may appoint members who can support quality and growth activities. The official role of these members is that of a Manager, namely Club Growth Manager and Program Quality Manager. Managers may be responsible for a Division, Area or another geographic perimeter, such as a country or part of a country.”

Reason for Amendment:

Requested by the Club Growth Director to clarify and approve the above process.

Request for Information: Nina AD C3

This only applies to geographical areas belonging to the current District, not future clubs to come from geographical areas that aren't in the District such as Malta, Turkey or China.

Metaxia: True. By the Bylaws we do not put money, finance or personal expenses into conducting growth activities and educational activities outside our geographical perimeters.

Request for Information: Tim AD E4

Why do we use the word country or part of a country?

Metaxia: requests Aires (CGD) to explain

Aires: The purpose is to address your needs. There are some Divisions that have a Club Growth Manager. Some areas may have a lot of members and might want a CGM.

In the case of Division B, they have a CGM per country.

Amend: Harald DivD F

Change "Managers may be responsible for a Division, Area or another geographic perimeter, such as a country or part of a country." to "Managers may be responsible for a Division, Area or another geographic perimeter, such as a country or part of a country within the division."

Motion seconded

Opposition: no

AM: single vote has been placed

Motion has been carried.

The main motion is: "The Division Director may appoint members who can support quality and growth activities. The official role of these members is that of a Manager, namely Club Growth Manager and Program Quality Manager. Managers may be responsible for a Division, Area or another geographic perimeter, such as a country or part of a country within the division."

Opposition: no

AM: single vote has been placed

Motion has been carried.

Amendment 2 on p.6, Article 3, Section C:

Addition of a Paragraph regarding the Filling in of Vacancies in Elective Offices. In summary: Candidates will fill such vacancies during the course of the year shall be recommended by the highest ranking District Officer and validated by the DEC.

Reason for Amendment:

This change is in agreement with Article VII, section f of the District Administrative Bylaws. What we had was not in agreement with the Bylaws.

The Amendment is:

“In the event of a vacancy in any elective office, it shall be filled by the District Executive Committee based upon the recommendation of the District Director, or upon the recommendation of the highest elected District officer if the vacancy is in the office of District Director. Individual members who fill vacant roles shall meet all qualifications for the role as defined in Article VII, Section (d) of the Administrative Bylaws. Such an appointment shall become effective immediately and will run until the next succeeding District Council meeting at which time such appointment shall be confirmed or another qualified member elected to the office.

N.B. If the office of Immediate Past District Director is vacated for any reason, it shall stay vacant for the remainder of the term”.

Günter AD F1: moved a motion

Aires: Seconding

On the table for Discussion

Amend: Tim AD E4

Reference the year of the Administrative Bylaws.

After “Article VII, Section (d)” add “(ref.: 8/2019)”

The amendment has been seconded.

Motion: Metaxia

We are going to check the date of reference.

According to the Parliamentarian the date is 23/8/2019.

Move to Amend the amendment: Dimitrios DivD B

Change “Individual members who fill vacant roles shall meet all qualifications for the role as defined in Article VII, Section (d) of the Administrative Bylaws.” to “Individual members who fill vacant roles shall meet all qualifications for the role as defined in ~~Article VII, Section (d)~~ of the Administrative Bylaws.”

Lorenzo PQD: Seconding

Request for Information: Nina AD C3

Each revision and all amendments of the Bylaws have been dated. When referring to the Bylaws we should state the actual revision.

Metaxia: requests from Lilian Shaftacola, Chair of the Procedures, to provide the information. Lilian will check the Bylaws.

Motion: Metaxia

Proceed to the next proposal until we get this information and then return.

Christoph AD E1: Motion moved

Alessandra AD A3: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

Amendment 3 on p.7, Article 3, Section D, IIc

Addition of a Clarification regarding the Documentation to be sent out prior to a District Executive Committee Meeting:

“It is noted that, in any case, the agenda must definitely be sent out 14 days prior to the meeting”.

Reason for Amendment:

Recommendation made by Toastmasters International.

That it’s not three weeks but two weeks.

Lorenzo PQD: move the motion to approve the amendment as presented

Christoph AD E1: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

Amendment 4 on p.7, Article 3, Section D, IIIb:

Replacement regarding the District Council meetings, making it compulsory to hold all such meetings (except the Spring one) online:

“The spring meeting (called “annual meeting”) must be held in presence, all other meetings must be conducted via an online platform”.

Replaces:

“The spring meeting (called “annual meeting”) must be held in presence, all other meetings can be conducted via an online platform, if the District Director so desires”.

Reason for Amendment:

Recommendation by Toastmasters International

Lorenzo PQD: move the motion to approve the amendment as presented

Frank PRM: Seconding

Request for Information: Sabine AD C1

The Area Council meetings are also District Council meetings, aren't they?

Metaxia: It refers to the annual DCM, not the DECM nor the Area Council meetings.

It's the annual conference where we have the elections. They want the elections to be in person and everything else must be online.

Request for Information: Aires CGD

Could this wording have any risk of forcing us to run every single meeting online?

Metaxia: It is every single meeting except the annual meeting. It only applies to DCM, no other meeting.

Opposition: no

AM: single vote has been placed

Motion has been carried.

Amendment 5 on p.8, Article 3, Section E, II:

Addition of a Paragraph regarding the process for the selection of the Alignment Chair:

“Before December 15th of each year, the Club Growth Director or the District Director will choose an Alignment Chair to be officially appointed by the District Director. The

Alignment Chair will be responsible for the alignment of all chartered and prospect clubs in District 109 for the following Toastmasters years. The Alignment Chair will be part of the Club Growth team.”

Reason for Amendment:

Requested by the Club Growth Director to clarify the above process

Metaxia requests Aires CGD to clarify the reason

Aires: 1) Timeline: It was never clear when we need to appoint the Alignment Chair.

There’s a risk that it becomes too late.

2) Defining responsibilities in the team: There’s an overlap between the Alignment Chair and the Club Growth Director, which results in time wasted doing the same things.

By changing the Alignment Chair from the team of the District Director to the team of the Club Growth Director, we prevent this from happening.

But the Alignment Chair is still appointed by the District Director.

Request for Information: Katia DivD A

The time for proposal will be from now till the District Conference?

Metaxia: We are not addressing what the timeframe is for the proposal. We are addressing when the Alignment Chair will be defined. You will be later on informed about the timeline in the Alignment Report, by Tim.

Lorenzo PQD: move the motion to approve the amendment as presented

Alessandra AD A3: Seconding

Discussion: no

Opposition: no

AM: single vote has been placed

Motion has been carried.

Amendment 6 on p.10, Article 3, Section E, VIII:

Addition of a Paragraph regarding the process for the selection of an Extension Chair to Manage Leads:

“The Club Growth Director may appoint an Extension Chair (EC) during the term to support club growth activities. All leads for new clubs coming from Toastmasters International and present in the Toastmasters Lead Management (TLM) system will be validated and pursued as described in the District Document “Managing Leads for new

clubs in TLM". The Club Growth Director can adapt this document at his/her own discretion to fit the strategy of the District Leadership team. All new leads coming within the district will also be added and maintained in TLM."

Reason for Amendment:

Requested by the Club Growth Director to clarify the above process

Metaxia requests Aires CGD to give information regarding this proposal

Aires: Toastmasters International asked us to use the TLM system and to appoint the position of the Club Extension Chair. We didn't do this in the past. The reason we are adding them in the articles is to preserve the knowledge, so that it's not lost.

This year we define the process. We don't know if it's the best one.

The CGD may appoint an Extension Chair but isn't forced to. He/she can still do whatever he/she wants to.

Request for Information: Marc AD C2

The Extension Chair is appointed by the Club Growth Director while the Alignment Chair is appointed by the District Director. Why is there a change?

Metaxia: There's no change. The Alignment Chair is the person who is going to align clubs and, according to the Bylaws, has to be appointed by the District Director.

If the Alignment Chair works close with the Club Growth Director, they will be able to get the information correct. What changes this year is that we are making them work together in a team and not separately. But we can not change the Bylaws. It is the District Director's responsibility and accountability to have an Alignment Chair.

The Extension Chair is the person who's going to validate the leads and has nothing to do with organizing. He has to do only with club growth.

Lorenzo PQD: move the motion to approve the amendment as presented

Aires CGD: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

Request for Recess: Katia Burdet DivD A

Recess for 10 minutes

Günter AD F1: Seconding

Request for Information: Beatrice DivD D

Have we finished with the amendments?

Metaxia: This is the last one and then we need to go back to the first one.

Motion for Amendment: Beatrice DivD D

Can we finish the amendments before going to the break?

Dimitrios DivD B: Seconding

Discussion: no

Opposition: no

AM: single vote has been placed

Motion has been carried.

Amendment 6 on p.13, Article 6:

Replacement regarding presentation of the District Awards:

“District awards will be presented using the objectives and guidelines listed in in the Pathways Deliver Social Speeches Project, “Speech in Praise of an Individual or Group”.

Replaces:

“District awards will be presented using the objectives and guidelines listed in in the Specialty Speeches Advanced Manual, “Presenting the Award” project”.

Reason for Amendment:

To reflect the new Pathways system

Lorenzo PQD: move the motion to approve the amendment as presented

Frank PRM: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

We are moving back to the Amendment 2 on p.6, Article 3, Section C.

Metaxia requests Lilian to give the information about the date

Lilian: There is no date in the Administrative Bylaws

Metaxia: There was a request for the date for review. It’s been checked and there’s no date. That means that we can continue discussion.

Moved Motion: Amendment of the amendment

[Change “Individual members who fill vacant roles shall meet all qualifications for the role as defined in Article VII, Section (d) of the Administrative Bylaws.” to “Individual members who fill vacant roles shall meet all qualifications for the role as defined in ~~Article VII, Section (d)~~ of the Administrative Bylaws.”]

Opposition: no

AM: single vote has been placed

Motion has been carried.

Move to Main Motion

Opposition: no

AM: single vote has been placed

Motion has been carried.

Main Motion for Approval of all amendments to District 109 Procedures as presented is to be presented at the DCM for approval

Lorenzo PQD: move the motion to approve all the amendments to District 109

Procedures as presented to be discussed at the DCM

Christoph AD E1: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

Take a Recess: Metaxia

10 minute recess. From 11:08 until 11:18.

11:18 - Call to order

At 11:18 a.m. Metaxia Kritsidima, District Director, called the meeting to order and informed the members that we will proceed with an update on Core Team’s Reports and District news.

7. Update on District’s News

Presented by Metaxia Kritsidima. District Director

Our District to date has 103 clubs. We started with 101, we had 5 new clubs and we lost 2. Our membership payments are 3079 members. We are in mid-year so we still have to collect 48% of our payments. Dashboard will show Distinguished Club Recognition on April, after the second payments.

District Summary: In terms of the world, in relation to other districts, we are 16th in paid clubs. We are 2nd in our Region. In membership payments we are 6th in our Region.

Last year's Team managed to be Smedley Distinguished. The numbers were in favor not because of the payments but because they had a lot of new clubs in the beginning of the year.

We are focusing on quality, on supporting clubs, on doing what we need to do. Numbers will follow. Let's serve our members.

Last year's numbers are on the shared folders.

Updated brand guidelines from TI: There is no penalty if clubs don't follow guidelines. It was implied that in the future there might be.

Region Quarterfinals: Last year the contest didn't go from district to international. Every district sent one person. This year two people are going.

Digital Advertising Campaign: Call by TI to do a campaign through LinkedIn, paid by the district. We requested to not take place so as to not spend money. Other means are better in terms of investment.

Reallocation of District Reserve: The money reserved for the district are equal to 125% of membership income. Whatever exceeds that, half of it will go to Toastmasters International. This will be applied next year.

Malta Club has been sent and Turkey is not accepted in district. They are requesting from Turkey 20 clubs.

8. Program Quality Report

Presented by Lorenzo Gios, Program Quality Director

Achievements:

- 91 clubs visited from 103 in total
- 377 trained officers
- 25 clubs that have 5 or more DCP points

Top Priorities:

- Club Officer training
- Contests
- Club visits (try to incorporate the moment of truth or the Wow!Factor)
- Support weak and understrength clubs
- Finding new leader for next year

We need someone to organize the District Conference for 2021.

Claudio Russo AD A4 applied to organize the September DOT.

Ingeborg AD F3 applied to organize the Winter event.

9. Club Growth Report

Presented by Aires Marques, Club Growth Director

We have:

- 3 new clubs since the last DOT
- 103 paid clubs and 16 prospects
- 17 understrength clubs (with less than 20 members)
- 9 weak clubs (with less than 13 members)

1 in every 4 clubs is not in good shape.

Goals:

- We want to be Smedley Distinguished, we need 110 clubs, which means 7 more
- In terms of payment we still need 3361 payments

We are going to finance demo meetings and open houses.

Corporate Summits: We had one. We can do more with the available budget.

Club Coach Program: Understrength-weak clubs can get coaches. Nina is providing support to the Club Coaches.

Club Growth Network: They have meetings every month.

10. PR Report

Presented by Frank Kaiser, Public Relations Manager

Main focus this year: PQD and CGD support

Website update is still in progress.

We have the reinforcement of branding to be considered.

Social media extension: Using free accounts. You don't want to be spending any money on this one.

Top Priorities:

- Newsletter and website update
- Conference PR support
- PQD support

The mission for the next 5 months: Focus on what you are doing so that you can achieve whatever you have to do.

11. Guidelines on the European Competition

Presented by Lorenzo Gios, Program Quality Director

12. Annual Conference Chania

Presented by Anastasia Liapi and Lilian Shaftacola

Metaxia announced for the Winter event that a contest should not be submitted.

We will not be able to approve a proposal if the word contest or competition is there.

Put games or something else. We are not allowed to have a contest at a Winter event according to Toastmasters regulations. District contest means that you're organizing something from club level to area level, to division level and builds up.

Meeting is recessed for a 10 min break, until 12:20.

12:20 - Call to order

13. Presentation of amended Budget

Presented by Metaxia Kritsidima. District Director

The amended budget has been uploaded on the shared folders.

Comparison between the old budget and the amended one:

- Membership revenue is the same
- The District reserve was 40727 and was updated to us by TI that it is wrong. They amended it to 22000 euros. That is the only change we have.

They apologized for delaying. They informed us on the 29th of September. The budget was submitted, voted and signed off on the 20th, deadline was the 30th.

We decided that we're going to cut immediately the budget from the Core Team expenses, reduce some budget that was into growth, into marketing demo meetings and cut the number of TLIs. This proposition went to the Core Team and we all agreed that we will, as leaders, serve the district.

The budget presented is a summary. As you see there are changes, cuts in travel expenses. They do not involve Area Directors and Division Directors expenses.

It is a tradition that we do in person transition Core Team meeting. We ruled it out. The Core Team will not have a transition meeting but an online one. We reduced the Core Team travel expenses and expenses that related to division visits. That is how we reduced the amount.

We didn't touch at all education and what had to do with clubs. Our cuts were only related to the Core Team.

This is the budget proposed for voting.

Lorenzo PQD: move the motion to approve the budget as presented

Request for Information: Robert AD D2

This is only a budget. We don't see the actuals.

Metaxia: The actuals are uploaded in the shared folder. They involve the cuts of all Core Team expenses that were not in place up to that date. Whatever was not already planned for we just cut it out. We are presenting the summary for time reasons.

Request for Information: Annalisa AD A1

What is included in the district reserve? What is the difference between reserve B and C? Why don't we have a unique reserve?

Metaxia: The district reserve was an estimation we did, when we did the budget. But at the end of September TI closed the books and they informed us that this is not the amount of money we have as a reserve. The amount of money that we should have is 22201 euros. This happened because last year Core Team, DivDs and ADs submitted most expenses in June, so they didn't see it in the system when we drafted our budget. This budget has gone through TI for approval.

Request for Information: Robert AD D2

We don't really see the full picture. We don't see how much funds we've got. Where is the about sheet to show, a bank account somewhere?

Metaxia: You can see it in the shared folders. We don't have a bank account. We share a bank account with all the districts in Europe. That's where the problem begins. We are not fully in control of a bank account. We are requesting TI to solve this issue.

We found a solution a month ago, there is a bank account in the Netherlands under the name of Jap (Region Advisor). We got special authority to use that account as district bank account, and we have created sub-bank accounts there.

Request for Information: Robert AD D2

Those numbers, the reduced reserve was given by TI? They are just attributing that to us?

Metaxia: The district reserve is given by the TI. Requests from ADs where submitted in June and those amounts where over 18000 euros. This year we are going to put strict deadlines for reimbursement, to avoid the same issue next year.

Metaxia requests Dimitrios DivD B, to explain in detail

Dimitrios: Last year's deadline was the 16th of June. This year it will be the 1st of June. Afterwards every submitted expense can not be processed automatically and has to go to the approval. Last year there was a big amount for approval and they processed it very late. That is why we got what was for the district reserve very late.

Metaxia: TI realised that they had not given the correct reserve number. So they stopped updating the system. We can not see what we have been using as it hasn't been updated by TI. Because we haven't yet submitted the voted budget.

Request for Information: Robert AD D2

It's a fixed percentage.

Metaxia: Yes. It's 25% of estimated revenue.

Aires CGD: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

Metaxia: This will be presented to the extraordinary DCM that has been called for, for the DCM to vote, before sending it to TI.

14. Budget Guidelines

Presented by Lorenzo Gios, PQD and Aires Marques, CGD

Presentation of the actual use of our budget.

Educational budget is more or less the same.

TLI support was reduced a bit.

Request for Information: Katia Burdet DivD A

I need to address a topic about the corporate summit in CNH. I spent 300 euros. Will the expenses be reimbursement?

Aires DCG: Every event is up to 400 euros for corporate summit.

Request for Information: Dimitrios DivD B

Can we have the Executive Council Meeting to vote for the approval of the budget for Katia's Corporate Summit?

Metaxia: Yes we can discuss it now and vote

Is there a motion for discussion and approval of budget as presented for the event? Yes

Lorenzo PQD: Seconding

Opposition: no

AM: single vote has been placed

Motion has been carried.

Metaxia: As the DECM, do we approve that the district will cover 300 euros as pre-approved for the Corporate Summit that was held last Friday?

Motion seconded

Opposition: no

AM: single vote has been placed

Motion has been carried.

Metaxia: The old mileage reimbursement will be accepted for whoever does taxation out of USA.

Request for Information: Sabine AD C1

Is it per mileage or per km?

Metaxia: This is per mileage.

Request for Information: Alessandra AD A3

If I have someone to run the COT, for the venue rental, do I pay them or do they pay and ask for reimbursement?

Lorenzo: Only people with a Concur profile can submit expenses for reimbursement. So it should be you or someone else who has a profile. You can ask for the reimbursement even if the receipt says their name, it doesn't matter.

Request for Information: Robert AD D2

Are you saying that travel is not allowed?

Lorenzo: We cover travels of ADs and DivDs for district and club visits but not for TLI, or for example an area contest somewhere else. It's a matter of budget priorities.

Aires: Budget for promotion and club growth

We have 100 euros for demo meetings or open house.

We have up to 400 euros for corporate summit.

Club Banners: we have 18 banners, 4 from last year, 14 from this year

We are going to order more. Every club will have a banner.

Request for Information: Claudio AD A4

If we organize an event that doesn't bring new members, will the budget be covered?

Aires: It's good to have at least 4-5 members. Nevertheless expenses will be covered even without turnover.

Request for Information: Alessandra AD A3

On average what's the turnaround time for approval of events?

Metaxia: According to procedures 3 days.

Metaxia: Important reminders

- On shared folders we will upload the exact budget so that all DivDs know what they can use. It will be equally distributed between divisions.
- The 60 days reimbursement deadline is going to be applied. You will have 2 weeks to submit old expenses. Whatever expenses are made in April-May should be submitted until 1st of June.

15. Update Reports of Division Directors

Division A Report presented by Katia Burdet, DivD A

Division B Report presented by Dimitrios Diamantopoulos, DivD B

Division C Report presented by Roland Karius, DivD C
Division D Report presented by Beatrice Anton, DivD D
Division E Report presented by Giada Sartori, DivD E
Division F Report presented by Harald Mattenberger, DivD F

16. Alignment Committee Report

Presented by Tim Birch, AD E4

17. Leadership Committee Report

Presented by Francesco Fedele, Immediate Past District Director

18. Meeting Adjournment

Meeting is adjourned for the 8th of May, 7 p.m. CET, online Zoom conference