



Minutes for District Executive Meeting held on - Friday, 25 Sep 2020

Venue: Zoom Meeting

1.	Welcome and Introductions (Merryl Jubber)	<p>The District Director Ms. Merryl Jubber in her capacity as the Chairperson of the District Executive Meeting welcomed every member of the virtual meeting and acknowledged Mr. Keith Bowen (Parliamentarian/Reformation Chair), his mandate to ensure that the correct procedures of the meeting would be followed.</p> <p>The Chairperson handed over to Mr. Belle to brief the meeting about the forum credentials and to confirm the quorum of the executive meeting.</p> <p>In continuing the Welcome the Chairperson, Merryl Jubber highlighted some of the advantages of working online and encouraged those who could to attend club meetings to do so open-handedly.</p> <p>She was at the time, the first District Director to be able to attend all club officer training meeting in the history District 74, all thanks to online meetings.</p>
2.	Call to Order (Lazola Belle)	<p>Administration Manager, Lazola Belle greeted the meeting, and indicated that members were still being admitted into the meeting in order to form a quorum.</p> <p>Admitted members were requested to sign the registration link (https://forms.gle/CEyrNm1ND1yNDwZrUxEA) provided on the chat box.</p> <p>Mr. Belle expressed to the members of the executive that the challenge was that there were strict protocols yet the same prudence was not applied when it came to time.</p> <p>Meeting online was a new way of conducting meetings therefore collecting credentials would be done as people arrived in the meeting. This delayed the start of the meeting by at least 15 minutes before closing the credentials office.</p>

3.	D74 Reformation Update (Keith Bowen – Reformation Chairperson)	<p><u>Background</u></p> <p>At the September District Council seating it was proposed that District 74 approach Toastmasters International regarding the reformation of District 74. It is the norm that when a district reaches 240 clubs, we start looking at the possibility of reformation. District 74 has been heading towards this number of clubs thus prompting the request for reformation.</p> <p>Toastmasters International has approved the reformation and appointed a Reformation Committee and Keith Bowen as the reformation Chair in June 2020. The purpose of Reformation was to facilitate the possibility of growth for the members of the district and create leadership opportunities. This is a unique opportunity to create two new districts with their own new characters.</p> <p><u>Principles of the reformation process</u></p> <ul style="list-style-type: none"> - Each district would have the same opportunity to grow and be in a position to reform again within 8-10 years. - Each district form would be contiguous geographically. - The reformation would be in itself a change management process that requires constant communication from as early and often as possible throughout. Also, to ensure the reformation is conducted in a transparent manner. - It would hold inclusive workshops (town- hall meetings) to provide members with the opportunity to interact with the process and make meaningful contribution towards the reformation. <p><u>Progress to date</u></p> <ul style="list-style-type: none"> - Goal: May 2021 to return with a proposal with inputs and buy-in from the members throughout the district before voting takes place at the district council. When the proposal is accepted, it will then be taken to Toastmasters International for approval.
4.	Certification of Quorum (Lazola Belle)	<p>At the time of the meeting there were only 26 Members of the Executive that had signed the register therefore a quorum was not reached at the time, in order for a quorum to be reached at least thirty-six (36) members would need to have registered.</p> <p>District Director and Chairperson, Merryl Jubber made a call to continue with the meeting as it was primarily a report back meeting sighting that if there would be decisions taken that require a quorum, those decisions would have to be ratified at a later stage.</p>
5.	Adoption of the Agenda	<p>There were no objections to agenda for 25 September 2020.</p> <p>Minutes of the District Executive Meeting held 8 May 2020 were adopted as presented.</p> <p><u>Matters arising</u></p> <p>The Division lettering was ratified.</p>

		No other new matters arising from the minutes
6.	Reports	<p><u>Finance Manager's Report:</u></p> <p>The Finance Manager shared Financial Statements: 2019/2020</p> <ul style="list-style-type: none"> - 25% of the revenue sent to Toastmasters International comes back to the District and this is the money used by the district to manage running costs. - In the past year revenue was considerably higher due to lower travel expenses and the favorable exchange rate between the Rand and the Dollar. - A portion of the conference tickets was refunded while the rest of the members did not request a refund as yet. - The balance sheet was looking great due to the reasons stated above. <p><u>Approval of Half year Audit Report for 2020/21</u></p> <ul style="list-style-type: none"> - Financial statements were audited and approved by the audit team <p><u>Question and Answer session</u></p> <p>A few questions/concerns were raised and addressed by the Finance Manager (Jazzmin Hecht)</p> <p><u>Adoption of the Budget</u></p> <p>There were no objections to the budget as it currently stood.</p> <p>The budget was approved to be presented to the District Council Meeting despite the meeting not having reached a quorum.</p> <p><u>Coordinators' and Division Directors' Reports:</u></p> <p>Coordinators and Division Directors were each given two (2) minutes to share a brief summary of their reports. There were a few notable inputs as follows:</p> <ul style="list-style-type: none"> - Highlight from Tebogo Ramaahlo (Conference Convener) indicating that conference would convene from 6 May 2021. - Division H: Elaine O'Gorman submitted three (3) updates since the submission of their report: <ul style="list-style-type: none"> o The SpeechQuest Member Drive for the division was confirmed for 7 October 2020 o ORBIT Toastmasters club chattered on 28 August 2020 - Division O: Thato Raphael indicated she was proud of the area directors, the team and executives for the great work carried out. - Division Y sent an apology to the meeting. <p><u>Area Directors</u></p>

		<p>Area Directors were given an opportunity to submit comments. There were two notable inputs:</p> <ul style="list-style-type: none"> - Area Y4, Michael indicated concern over corporate clubs struggling with renewals. Companies were redirecting funding and cutting training budget for Toastmasters due to the Covid_19 global pandemic and its economic impact. <p>Cabinet Report Njabulo Thela (PQD) made two contributions:</p> <ul style="list-style-type: none"> - He indicated that 45% of clubs in District 74 had not met their goals given that the goal target per club was three (3) goals by September 2020. He challenged the District leaders to assist clubs to meet at least five (5) goals by end of November 2020. - He thanked the TLI Chair and acknowledged the historic milestone where 93% of all active District 74 clubs met the minimum requirement for club officers trained due to the hard work contributed by Coordinators and Drive Area Directors. <p>Club Growth Director Joel Gombera sent an apology to the meeting</p> <p>Lazola Belle (Admin Manager) emphasized a concern on Executive and Council members who did not internalize the importance of submitting reports on time and attendance to the meetings.</p> <p>The Cabinet Report was not on the agenda but was allowed by Mr. Keith Bowen in his capacity as the Parliamentarian. The District director requested that the meeting add twenty (20) more minutes to the time to accommodate this item, there were no objections to this request.</p>
7.	Ratification of Appointments	<p><u>Changes to District Leadership, new appointments</u></p> <p>James Chiumia - Division Y Director, Anke Stow - Area L2 Director, Lindokuhle Nkosi - Area L3 Director, Yanga Nkumenge - Area S1 Director, Joseph Rakauoane - Area S5 Director and Gena Roper - Area E1 Director.</p> <p>The positions filled were to be ratified at the council meeting on 26 September 2020.</p>
8.	Conferences	<p>The conference would be held online between 6-9 May 2021. This decision will be reconsidered if the Covid_19 Disaster Management Act changes with regards to Lockdown Regulation.</p>
9.	Review of motions discussed	<p>Motions that were submitted to the Administration Manager were read and explained to the Executive.</p> <p><u>Motion 1: Senate Leeuw</u> (Madam Chief District Judge)</p> <p>I move that District 74 hosts semi-finals for the official District Speech Contests.</p> <p>Justification:</p>

		<ul style="list-style-type: none"> - Contest rule book states: “For Districts with ten (10) or more divisions, two (2) separate runoff competitions among division winners may be held before the district finals. <ul style="list-style-type: none"> o Insofar as is practical, the number of competing in each runoff will be the same. o The three (3) highest placed available contestants from each runoff competition will then advance to the district contest. Winning order in the runoff competition will not be announced - The District currently has 12 divisions <p><u>Motion 2: Senate Leeuw</u> (Madam Chief District Judge)</p> <p>I move that only the International Speech Contests be held at all District contests (Including Area District Contests) in District 74 for as long as there is requirement for online speech contests as stipulated by the Board of Directors.</p> <p>Justification:</p> <ul style="list-style-type: none"> - The Toastmasters Board of Directors on the 24th August 2020 announced that the International Speech Contest should be online. - Table Topics and Evaluations contests bring complexities especially for ensuring fairness throughout the contest. <p>Clarity questions were raised and responded to.</p> <p>In conclusion both motions as submitted by the District Chief Judge were noted for submission to the Council meeting for voting with no objections from the District Executive Meeting.</p>
10.	Date of next District Executive Meeting	The next District Executive Meeting would take place in 7 May 2021, the exact date would be confirmed.
11.	General	The meeting agreed that the credentials office would close at 09h45 (1 hour 15 minutes after the start of the meeting) on meetings going forward. Once credentials office closed, a quorum would have to be certified/disqualified with no further opportunity for recourse when members joined late.
12.	Meeting Adjournment	Meeting was adjourned.