



Minutes for District Executive Meeting held on - Friday, 07 May 2021

Venue: Zoom Meeting

1.	Call To Order (Lazola Belle DTM)	Administration Manager, Lazola Belle DTM, called the meeting into order, greeted the meeting attendees, and began to explain the quorum requirement for the executive sitting to be 50%+1 which equaled 37 members of the executive need to be present for the meeting to meet quorum. He provided a detailed education session on the importance of registering on the meeting registration link.
2.	Welcome and Introductions (Njabulo Thela DTM, PQD) Meeting chair on behalf of District Director Merryll Jubber	<p>Njabulo Thela (Program Quality Director) greeted, introduced himself and announced that The District Director Merryll Jubber (DTM) was unable to join the meeting and that he will be chairing on her behalf. He welcomed every member of the virtual meeting constituted by Cabinet, Area Directors, Division Directors, District coordinators, active Past District Governors, Past District Directors. He read the District Mission, “We build new clubs and support old clubs in achieving excellence”. He handed over to the credential’s office led by Admin Manger Lazola Belle, DTM to confirm the quorum.</p> <p>Thirty-nine (39) registrations were submitted, thirty-one (31) of the submissions were qualified to be the district executive. Credentials has closed and the meeting was not duly constituted as it did not meet quorum of 37 members of the executive as expected.</p> <p>Chair of the meeting Njabulo Thela with guidance from IPDD Nikki Quinn agreed to proceed with the meeting as there were no maters needing a vote, the siting was in preparation for the council meeting taking place the following day.</p>
3.	Adoption of the Agenda (Njabulo Thela, PQD)	<p>Bedford Dale, Area Director (H) requested that the Agenda be shared on the chat.</p> <p>Immediate Past District Director, Nikki Quinn suggested that reports that have been tabled and have no changes not be verbally presented, this suggestion was seconded by Jazzmin Hecht, Finance</p>

		<p>Manager. There were no objections to this suggestion.</p> <p>Bhekisisa Ngomane had a counter suggestion that District Director, PQD and Club Growth Director's reports be tabled. This request came after the request made by Nikki Quinn has been adopted. The meeting chair sought the advice of Past District Director Tim Knights on the matter. Tim Knights indicated that the chair could determine if Bhekisisa's request was reasonable and allow it. The Chairperson allowed the request</p>
4.	Apologies	Chairperson indicated that all apologies would be sent the Admin Manager via email to admin@toastmasters74.org
5.	Minutes of the District Executive meeting held on 25 September 2020	<p><u>5.1. Adoption of the Minutes</u></p> <p>Immediate Past District Director, Nikki Quinn accepted and moved to adopt the minutes of the previous meeting. Joel Gombera, Club Growth Director seconded the move, there were no corrections to the minutes. There were no objections to the minutes and the adoption of the minutes was accepted without amendments.</p> <p><u>5.2. Matters arising from the minutes</u></p> <p>There were no matters that arose from the minutes</p>
6.	Reports Ratification of Appointment of District Officers	<ul style="list-style-type: none"> - Division D Director, Melissa Awu was appointed after the resignation of Sharlene Castle due to health challenges. - Area A2 Director Bhekisisa Ngomane was appointed after the resignation of Lerato Nonyane
7.	Reports - District Officers & Coordinators	<p><u>7.1. Finance Managers' Report</u></p> <p>District Finance Manager, Jazzmin Hecht DTM greeted and introduced herself. She proceeded to request an audit report from the Chairman of the audit team, Johan Viljoen before tabling her report.</p> <p><u>7.1.1. Half year Audit Report for 2020/21</u></p> <p>Johan Viljoen reported that flights were a big cost for the District in previous years, due to Covid_19 this cost has significantly reduced. The audit team was happy with the audit at the time of reporting.</p> <p><u>Finance Managers' Report, continued</u></p> <p>District Finance Manager thanked the audit team for the hard work and enthusiasm. She proceeded to share that nothing went as planned in the past financial year due to the Covid_19 pandemic. The following were highlights of her report although the full report is available for review by all D74 Toastmasters:</p> <ul style="list-style-type: none"> - November there was an announcement of a 10% increase on the budget for Marketing D74 from TMI this was new and unusual.

- Revenue depended on member payments and the exchange rate. D74 saw a 45% increase in memberships
- Lodging expenses were higher than expected because on the Cabinet meeting and District Executive Meetings were held but Toastmasters had to book single rooms due to Covid_19 regulations.
- R175,000 was spent on Public Relations (Facebook, LinkedIn, Zapier).
- R75,000 was allocated to Data support for Cabinet, Division Directors, Area Directors, Presidents & VPEs for Club Officer Training and District Council Meetings.
- R56,000 for Leads follow-up group
- R53,000 Pins, Badges, Ribbons for Cabinet, Division Directors & Area Directors.
- R46,000 TLI allocation
- R25,000 Support for new and struggling clubs
- R190000 for food, travel/meals/lodging
- R40000 Miscellaneous (Formstack, zoom account, bank)
- Over R600,000 was available indicating that the district was doing well on spending.
- Because of the Hotel accommodation that was paid in advance for last year's conference (which was cancelled) it reducing this year's accommodation cost in pre-paid expenses.

(A detailed financial report was shared by the District Finance Manager)

There were no hands raised in question of the Finance Report.

Approval Financial Report

Division L Director, Lucinda Harman DTM proposed adoption of the Financial Report

Area Director M1 Billy S. Mwape seconded the adoption of the Financial Report as presented by the District Finance Manager.

There was no objection to the Finance Manager's report

7.2. Administration Managers report

Administration Manager, Lazola Belle (DTM) was granted permission to add to his tabled report

The District Executive Meeting was not duly constituted in terms of the required numbers last year in September as well, making this the second such occurrence in a row. He indicated that this was unfortunate and encouraged Executive Members that this was an important meeting to attend in preparation of the for the council meeting.

Any council member can demand a report from Leaders in the District Council Meetings, Leaders are requested to have their reports ready for council.

Credentials process is even more strenuous during the council meeting. Members of the Executive were requested to attend on time and follow the registration protocol.

7.3. Division Directors Reports

Division Z Director's report was not received, the Director was not present at the meeting and there was no written apology received by the Administration Manager.

7.4. Area Directors Reports

The following were reports that were not submitted to the Admin Manager for tabling at council. Each of them was given a three (3) minutes opportunity to table their reports at the virtual Executive District Meeting: A3, E1, E6, H1, M2, M3, M4, S5, L4, L5.

- Area Director Elaine O' Gorman DTM, indicating that Area H1 was submitted.
- Admin Manager Lazola Belle (DTM) indicated that reports that were submitted after the communicated cutoff date were not tabled, did not form part of the meeting pack and the council would not aware of them in preparation for the district council meeting.
- There were no additional hands raised from the named Areas for the purpose of tabling reports verbally.

7.5. District Coordinators Reports

Past District Governor, Tim Knight DTM in his capacity as the Chairman of the Gamerson Trust apologized for no having submitted his report and indicated that the trust had supported three times more club members than the same time last year, 151 people because of economic losses due to the Covid_19 pandemic. He indicated that this was not sustainable and encouraged everyone to take the Covid_19 vaccine to help alleviate the pressure on the economy.

7.6. Immediate Past Directors Report

(PDD) Nikki Quinn indicated that her report had been tabled and she had nothing to add to the report

7.7. Club Growth Report (CGD)

Club Growth Director, Joel Gombera (DTM) highlighted a few points: DTM Merryl Jubber was very supportive. There were 191 clubs verified complete in April 2021, at the time of reporting there were 199 clubs, he hoped that at the end of 30 June 2021 they would have reached distinguished status. Support was available to support clubs to get back to charter strength.

7.8. Program Quality Report (PQD)

Njabulo Thela DTM Thanked the District Executive for the great work, highlights included how District Executives rallied behind club officer training that achieved 92% trained club officers in round two (2) of Club Officer Training. He indicated that there was a direct correlation between trained officers and those that achieved club success.

The collaboration of Division Directors for round two (2) of Club Officer training resulted in rejuvenated members due to the interaction between the different divisions who shared best practices and different strategies to deal with challenges.

		<p>Division Directors who attended the two (2) strategy sessions yielded critical output that informed where they stood and how best to proceed successfully.</p> <p>56 Clubs that reached distinguished status in April received acknowledgement and their link to claim from the club fitness rewards program. Members received a R250 special incentive which was an opportunity to spend some money back on the members.</p> <p>District Educational awards were amazing. Encouraged leaders to approach round two (2) of Club Officer Training with the previous vigor. Clubs that had five (5) distinguished goals met in December were noted, some clubs had no goals met at the halfway mark. This had a definite impact on the Districts overall success.</p> <p><u>Question and Answer Session</u> Administration Manager Lazola Belle (DTM) asked what kind of support was still available for Division Directors, Area Directors and clubs given the available resources?</p> <ul style="list-style-type: none"> - Club Growth Director Joel Gombera responded there was support available for clubs that reached educational goals but could not reach distinguished status due to lower membership, these clubs would receive support in order to reach charter strength - Divisions pushing to launch new clubs would also receive both financial and non-financial support - District Finance Manager requested that she be granted about two (2) weeks to receive feedback from headquarters in order to determine what kind of additional support would be available. - New campaigns would be discussed before an announcement can be made in terms of financial commitment <p><u>7.9. District Directors Report</u> This report was not submitted</p>
8.	Club Alignment	<p>(IPDD) Nikki Quinn indicated that the Alignment Chairperson had submitted his report, subsequent changes were made that do not appear on the submitted report would be shared at a later stage. IPDD Nikki Quinn indicated that on the Club Alignment report, there were proposed changes to Divisions A, L and a Club D/E. The Chairperson of the session Njabulo Thela DTM indicated that he would not allow that the outdated report be explored at the District Executive Meeting and would prefer we explore the updated one in time for the council meeting.</p> <p>Admin Manager Lazola Belle requested that the Chairperson allow comments to the Club Alignment report in order to avoid blind siding of the Executive at council meeting on 08 May 2021.</p> <ul style="list-style-type: none"> - The Chairperson determined that this was a reasonable request and allowed comments - Vusi Maupa indicated that there were changes submitted to the Club Alignment Chair. The consultation process did not unfold as they anticipated. These changes were shared with the Chairperson via email. - There were no additional hands to comment on Club Alignment

9.	District Reformation	<p>The Reformation Chairperson, Keith Bowen was not present at the meeting however his report was submitted via the website. The Administration Manager shared the report at the meeting for any feedback. Members of the District Executive were invited to comment on the report although it was a non-decision-making discussion. Comments noted were as follows:</p> <ul style="list-style-type: none"> - (IPDD) Nikki Quinn asserted that Keith Bowen, the Reformation Chairperson and his team had spent a considerable amount of time and research on the reformation proposal. - The reformation team held a number of Townhall Meetings to get inputs and discuss the reformation, some were well attended and some not so well attended. - The Reformation Chair wrote a number of articles which were shared on different social media platforms such as Mailchimp, Facebook and WhatsApp. - Administration Manager added the comment in the absence of the Reformation Chair that Angola would be added to the division that has Mozambique (Division I) due to language similarities. - Gavin Chisolm confirmed that Division I had a townhall meeting, he was happy with the manner in which the Reformation team conducted the consultative process. - Division O had a successful townhall meeting with Keith Bowen <p>There were no additional hands raised with regards to reformation.</p>
10.	Review of Motions to be discussed in the Council meeting	<p>Chairperson indicated that there were no motions submitted for discussion. The Administration Manager indicated that there were indeed no motions currently submitted, he however stated in the meeting that there was an opportunity for members to submit motions in writing to the office of the Administration Manager.</p>
11.	Next meeting: TBA	<p>The date of the next Meeting would be announced at a later stage</p>
12.	Adjournment	<p>The District Executive Meeting was adjourned.</p>