



**Agenda for the District Executive Meeting to be held on  
Friday, 17 September 2021 at 17:30 for 18h00  
Venue: Online**

Agenda Item	Presenter
1. Log in and register (17h30)	
2. Call to order (18h00)	Lynnette Vermaak, DTM
3. Welcome & Introductions	Njabulo Thela, DTM
4. Certification of Quorum	Lynnette Vermaak, DTM
5. Adoption of agenda	Njabulo Thela, DTM
6. Apologies	Lynnette Vermaak, DTM
7. Minutes of the previous meeting 7.1. Adoption of minutes 7.2. Matters arising from the minutes	Njabulo Thela, DTM
8. Ratification of Appointments	Njabulo Thela, DTM
9. Alignment Motion Ratification	Njabulo Thela, DTM
10. District Office Reports	
10.1. Coordinators' reports	
10.2. Division Directors' reports	
10.3. Admin Manager Report	Lynnette Vermaak, DTM
10.4. Logistics Manager Report	Vuyisile Vuthela, DTM
10.5. Finance Manager's report	
10.5.1. <i>Audit Committee report</i>	Thando Cofu, DTM
10.5.2. <i>2021-22 Budget</i>	
10.5.3. <i>Adoption of budget</i>	
10.5.4. <i>Adoption of Finance Manager's Report</i>	
10.6. Public Relations Manager's report	Vusi Maupa
10.7. Club Growth Director's report	Angie Kivido
10.8. Program Quality Director's report	Andrew Tsuru, DTM
10.9. District Director's report	Njabulo Thela, DTM
10.9.1. <i>Adoption of District Director's report</i>	
11. New business (Motions) (District Speech Contest)	Njabulo Thela, DTM
11.1. Rules when speaking to a motion	Keith Bowen, DTM PDD
12. Date of Next Meeting	Njabulo Thela, DTM
13. Adjournment	Njabulo Thela, DTM

**Toastmasters International Mission** - We empower individuals to become more effective communicators and leaders.

**District Mission** - We build new clubs and support all clubs in achieving excellence.