



Minutes

District 59 Executive Committee Meeting

Saturday, 9th of September 2017 Lisbon

I. Opening

A. Call to Order

At 9:00 am Ana Isabel Ferreira, District Director, called the meeting to order.

B. District Mission

Clara Noble, Administration Manager, read the District's Mission: *"We will build new clubs and support clubs in achieving excellence."*

C. Certificate of Quorum

Clara Noble, Administration Manager, informs that 73 District Officers were present and therefore a quorum was reached. A majority over the total numbers of District Officers (85) is required for a quorum.

D. Welcome from our hosts/Special guests

Joaquim Canhoto, President of International Toastmasters Club, the local hosts, welcomed all members on behalf of his team.

E. Workshop on Robert's Rules of Order

Marika Dijksterhuis, Past District Director and current D59 Parliamentarian, delivered a workshop on parliamentary procedures to train the new D59 team.

F. Approval of the Agenda

Ana Isabel Ferreira, District Director, presented the agenda that had been timely submitted to all participants. There were no objections to adopt it.

G. Approval of last DECM Minutes (Winterthur)

Ana Isabel Ferreira, District Director, reported that the minutes of the previous District Executive Council were sent in advance. Nelson Emilio, Program Quality Director raised a motion "to approve the Minutes of Winterthur as sent out" and it was seconded. The minutes were approved with no corrections.

II. District Business

A. The District Success Plan

1. District Vision and Goals

Ana Isabel Ferreira, District Director, informed that District objective is to reach President's Distinguished District status again, and that the main focus this year is to build 3 sustainable future districts with strong leaders and strong clubs.

2. Club Growth Goals

Francesco Fedele, Club Growth Director (future D109) presented on behalf of the 3 CGDs.

The goals for 2017-2018 are to grow the number of clubs by at least 22 and dues collected by at least 15,300 Euros.

Strategies to achieve the 1st objective:

- Corporate Summits (coordinated by Francesco Fedele)
- Demo Meetings (coordinated by Francesco Fedele)
- Support Prospect clubs in the Chartering process (coordinated by Siegfried Haack)
- Support Ads in finding new cities for clubs (coordinated by Nacho Arenas)
- Identify a 'Club Growers Network' (coordinated by Siegfried Haack)

Strategies to achieve the 2nd objective:

- Support weak clubs (coordinated by Nacho Arenas)
- Awards (coordinated by Francesco Fedele)
- Identify clubs at risk (coordinated by Nacho Arenas)
- Support understrength clubs (coordinated by Nacho Arenas)
- Support membership growth (coordinated by Francesco Fedele)

3. Club Growth Goals

Nelson Emilio, Program Quality Director for future D107 presented on behalf of the 3 PQDs.

D59 closed 2016-2017 with 70.5% Distinguished Clubs. The goal for 2017-2018 is to increase that number to 75%.

He then presented a report of the Officers Trained per Division and per Club in the 1st round.

Finally, Nelson Emilio presented the Program Quality Awards:

- "Excellence = 7"
- Mentoring Excellence
- Excellence Area Training
- Excellence Division Training
- Club Ambiance
- Excellence Club

4. Public Relations

Barbara Piedade, Public Relations Manager, presented Public Relations goals:

- Build awareness of TM structure, different roles and their responsibilities
- Build trust on the district and its team by DD, AD, Club Officers and Members.
- Build brand awareness and increase recognition by non-members

Barbara proceeded to present the situation analysis by media, the Public Relations Strategy for this year and the expected results for Social Media.

This strategy includes a monthly Newsletter for District Officers which had a 76% open rate in the 1st two issues and has the ambitious goal of a 95% open rate.

5. Parliamentarian Procedures

Marika Dijksterhuis PDD and current D59 Parliamentarian presented the Parliamentarian Procedures goals:

- Inform and Inspire
- Train and Inspire
- Prepare and Inspire

6. Q&A / Approval of District Success Plan

A question was raised whether the Power Point was going to be made available (the answer being yes).

Mark Finneran, A1 Director, asked what an area needs to do to be President Distinguished. Chantale Evertsz, PQD (future District 59) referred him to the chapter in the Leadership Manual that contains the information.

Thomas Scheider, I Div. Director, raised a question on which Facebook Pages were the official ones because it was confusing where to find the information.

Barbara Piedade, PR Manager, explained District 59 has one Facebook closed Group for District 59 Officers 2017-2018 and a Toastmasters International District 59 page and closed Group.

Robert Van der Meer, C Div. Director, raised a question as to whether we need to go through the approval process for money for understrength clubs.

Francesco Fedele answered what is in the rules.

Aires Marques J Div. Director, raised a question on what would happen after the District split in terms of the information contained in the Minutes, etc.

Ana Isabel, District Director said all relevant information would be contained in a library of documents and it will be up to the future District Directors to keep past decisions or change them. Francesco Fedele, CGD (future District 109) informed the new District domains had already been registered.

Manu Alexander I3 Area Director, raised a question as to whether he could have 2 contestants for each club in the same language since he has 2 English clubs and 2 German clubs.

This Point of Information was not answered because it was not related to the District Success Plan.

Emilia Fossati, K Div. Director, raised a question as to whether the DLC chair that needs to be found had to be a past District Director.

Ana Isabel, District Director said yes, but since it had to be someone who hadn't been in last years' committee the possibilities were narrow.

Bilal Kan, F3 Area Director, raised a question on what would a Corporate Conference would look like.

Francesco Fedele, CGD (future District 109) informed it was like a big demo meeting for the Corporate world.

Cristiana Juesas, H Div. Director, raised a question on why the Div. Directors were not allowed to do their presentations in a more creative way instead of using the standard template.

Ana Isabel, District Director, said her comment would be integrated.

Paulo Garcia Estevez, H2 Area Director, raised a question on the plans for the Youth Leadership Program.

Ulrike Laubner, PQD (future District 109) informed there was a person - Colleen Shaughnessy-Larsson - who is going to be coordinating the whole District's activities.

Arnout Nenderpelt, N Div. Director, raised a question on how many DLCs we are going to have, since we are splitting into 3 Districts.

Ana Isabel, District Director, said there was going to be just one.

Pascal Vilarem, F Div. Director, raised a question on how to make sure that in bigger areas isolated clubs did not stay isolated.

Francesco Fedele, CGD (future District 109) suggested the use of technology like Zoom or Skype and a network of mentors for Club Officers.

Robert Van der Meer, C Div. Director, raised a Motion to Approve the District Success Plan, and the motion was seconded.

The District Success Plan was approved with no one Against and no Abstentions.

B. Division Success Plans

Division Success Plans were presented according to the agenda, in a non-alphabetical order, grouped by the Districts they will be incorporating next year.

- Division A Success Plan presented by Nathalie Damas
- Division B Success Plan presented by Lucien Bollen
- Division C Success Plan presented by Robert Van der Meer
- Division F Success Plan presented by Pascal Vilarem
- Division N Success Plan presented by Arnout Nenderpelt

- Division D Success Plan presented by Luís Prazeres
- Division H Success Plan presented by Cristina Jueas
- Division K Success Plan presented by Emilia Fossati
- Division L Success Plan presented by Alexandra Nunes
- Division M Success Plan presented by Flávio Oliveira
- Division E Success Plan presented by Bigi Vitolic
- Division G Success Plan presented by Metaxia Kritsidima
- Division I Success Plan presented by Thomas Schneider
- Division J Success Plan presented by Aires Marques

C. District Budget

Ray Noble, Finance Manager, presented the Audit Committee Report for last year's accounts.

Ana Isabel Ferreira, District Director asked for a motion to approve the Audit Committee Report as presented. Aires Marques, J Div. Director, moved to approve and the motion was seconded.

The motion was carried by unanimity.

Ray Noble, Finance Manager, presented the Draft of the District Budget.

Q & A

Patricia Masencal, Area G3 Director, raised a question on whether the Area Directors can be supported financially when they visit prospect clubs.

Nelson Emilio PQD (future District 107) said No because they are not Clubs.

Frank Cremer, Area N1 Director, raised a question on the use of the surplus from last year and the year before.

Ana Isabel Ferreira, District Director said that the District Success Plan would lead to using the money budgeted and we would have a follow up monthly.

Nelson Emilio PQD (future District 107) remarked that money is not spent because the Div. Directors and Area Directors don't spend the all the money they could because they don't present initiatives for approval.

Thomas Schneider, I Div. Director, asked if it was possible to allocate more money to Switzerland adapting expenses to the cost of living.

Ray Noble said no.

Mark Finnerman, A1 Director, asked if there were details of Budget and P & L available.

Ana Isabel Ferreira, District Director said that it would be available on the District's website.

Emilia Fossati, K Div. Director, raised a question on whether there would be an easy to use document with what would be authorized expenses like last year.

Ray Noble, Finance Manager, clarified that it was all included in the Expense Guidelines.

A question was raised on whether Finance knew how much a member brought to the District. Ray Noble, Finance Manager, clarified that it was \$11,25 per 6 months.

Cristina Juesas, H Div. Director, raised a question on how would people who have to travel longer distances have enough money for travel to DECMs and DOTs.

Ray Noble, Finance Manager, clarified it would be analysed on a case by case basis.

Pascal Villarem, F Div. Director, raised a Point of Information on whether success stories could be shared throughout the District to inspire more initiatives.

Ana Isabel Ferreira, District Director said Yes, we could have like a library of best practices and Nelson Emilio PQD (future District 107) gave the example of Francesco Fedele, Club Growth Director (future D109) who runs different Facebook campaigns.

Robert Van der Meer, C Div. Director, moved to approve the Budget and the motion was seconded.

Aires Marques, J Div. Director, raised a question on the possibility of having no cap for travelling and using actual cost of travelling.

Ana Isabel Ferreira, District Director said Q & A had finished.

Emilia Fossati, Division K Director, raised a Motion to Extend Limits of Debate by 5 minutes, and the motion was seconded.

Motion was carried.

Emilia Fossati, Division K Director, raised a Point of Information on having travel reimbursed for Division and Area Events.

Ana Isabel Ferreira, District Director said there is no budget for Division and Area Contest travelling.

Pablo Garcia Estevez, H2 Director, raised a Point of Information on whether other Areas of the same Division can use the unused budget of another Area.

Ana Isabel Ferreira, District Director said that can be done if agreed between the Areas and approved by Div. Director, CGD and FM.

Aires Marques, J Div. Director, proposes to Amend the Budget so that the actual travel expenses may be covered as long as the procedures are respected, written down, tickets bought 3 months in advance and costs kept as low as possible. Ray Noble, Finance Manager informed that it would be specified in the Expense Guidelines. Upon being asked if he would withdraw the motion if a note would be added to the guidelines stating that the actual costs are covered as long as the procedures are respected, Aires Marques, J Div. Director, withdrew the Motion to Amend.

Ana Isabel Ferreira, District Director, asked for a motion to approve, Robert Van der Meer, C Div. Director, moved to approve and it was seconded.

The Budget was approved with 3 Abstentions and no votes Against.

TI Annual Business Meeting

Ana Isabel Ferreira, District Director, presented the report from the Toastmasters International Annual including International Representatives elected and Proposals Approved.

DLC Presentation

Marika Dijksterhuis, PDD and current D59 Parliamentarian presented the DLC 2017-2018: Timeline, the District Leadership needs for July 1, 2018 and did a call to action for all DOs to start looking for a DLC representative from each Division and possible successors for all current Officers.

Robert Van der Meer, C Div. Director, raised a Point of Information on whether to recommend a candidate if one intends to be one.

Metaxia Kritsidima, G Div. Director, raised a Point of Information on whether you needed 1 or 2 people if you were going to have 2 future Divisions.

Marika Dijksterhuis, PDD and current D59 Parliamentarian said she would confirm if it was 2.

Ulrike Laubner, PQD (future District 109), raised a Point of Information to confirm that the DLC Chair could not be someone who has served in the Committee for the previous year.

Ana Isabel Ferreira, District Director, confirmed.

IT Report

Francesco Fedele, Club Growth Director (future D109) presented the IT Report including the announcement of the IT Support Team, the IT current infrastructure and needs and the future infrastructure and needs.

III. Other Business

A. TMI Magazine

Robert Van der Meer, C Div. Director, informed that he had been contacted by TMI asking for more articles so that the European vision was featured more often and have a voice.

B. Fall Conference

Cora Hollander, C3 Director, informed that after Milan, Toastmasters International would not support the Fall Conference as we know it.

We have to focus on the Districts' Missions and have the opportunity to step up and create a Conference in a new format.

IV. Adjournment

Ana Isabel Ferreira, District Director, adjourned the meeting until the 24th of November 2017 in Milan. The meeting was adjourned at 13.00 pm.

Annex:

All presentations are accessible via:

<http://www.district59.org/officer-resources/district-executive-committee/>