



**Welcome to D59's  
DCM – Nov 2017**





# District Mission

**We build new clubs and support all clubs in achieving excellence**





QUORUM



# Move 2 Improve

Parliamentary Procedures in Toastmasters

Marieke Dijksterhuis PDD

District Parliamentarian

*P-team: Pascal Vilarem, Victor López,  
Pablo García Estévez, Fabio Rigamonti*



**WHY?**





- ▶ Free and fair exchange of arguments
- ▶ Majority decides, minority is heard
- ▶ Clarity about subject at hand



**HOW?**



- Chair = traffic controller
  - Order of agenda / one topic at a time
  - One question/motion at a time
  - Recognition speakers / one at a time
  
- 23 Motions





# CHART OF MOTIONS

First 13 motions in order of precedence - no order of precedence among remaining 10 motions

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
1. Fix the Time to Which to Adjourn	Privileged	No	Yes	Yes	No	Majority	to set time for continuation of meeting
2. Adjourn	Privileged	No	Yes	No	No	Majority	to close the meeting
3. Take a Recess	Privileged	No	Yes	Yes	No	Majority	to interrupt the meeting
4. Raise a Question of Privilege	Privileged	Yes	No	No	No	–	to request a personal privilege
5. Call for the Orders of the Day	Privileged	Yes	No	No	No	–	to require adherence to agenda
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	to interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	to close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate
9. Postpone to a Certain Time (Postpone Definitely)	Subsidiary	No	Yes	Yes	Yes	Majority	to postpone to another, specified time
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	to send to a committee for further study
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	to alter or modify the wording of a motion
12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	to avoid a direct vote on a motion
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	to introduce new business
14. Point of Order	Incidental	Yes	No	No	No	–	to enforce rules and orders
15. Appeal	Incidental	Yes	Yes	No	Yes	Majority	try to reverse ruling
16. Questions or Points of Information	Incidental	Yes	No	No	No	–	obtain answers to questions and seek information
17. Suspend the Rules	Incidental	No	Yes	No	No	2/3	set aside rules that interfere with action desired
18. Object to Consideration	Incidental	Yes	No	No	No	2/3	to avoid unprofitable questions
19. Division of a Question	Incidental	No	Yes	Yes	No	Majority	to divide a question
20. Consideration by Paragraph – Seriatim	Incidental	No	Yes	Yes	No	Majority	to consider by sections
21. Division of the Assembly	Incidental	Yes	No	No	No	–	to provide for a more accurate count of the vote
22. Rescind	Bring back before assembly	No	Yes	Yes	Yes	2/3	to nullify a motion previously adopted
23. Reconsider	Bring back before assembly	No	Yes	No	Yes	Majority	to bring back for review

## Chart of Motions



# Main Motion



## **Bring a question before the assembly for consideration**

1. I move to ...
2. Someone else seconds
3. Chair repeats the motion
4. Motion open for debate
5. We proceed to the vote
6. Chair announces results



**MOVE!**



- **I move** (right hand up)
- **I second** (left hand up)
- **It has been moved and seconded** (head and arms)
- **I open the floor for discussion** (arms wide open)
- **In favour** (point), **opposed** (point), **in favour** (point), **opposed** (point)
- **Proceed to the vote** (turn hands over)
- **Opposed** (right hand up), **in favour** (left hand up), **abstentions** (right hand up)
- **Carried** (thumb up) or **failed** (thumb down)



# Amendment



## **Proposal to change the wording of a pending motion**

**...add, strike out, replace**

- Procedure conform motion
- If approved: pending motion changed, amended motion debated
- If rejected: pending motion unchanged + debated
- Max 2 amendments per motion





No decision, just discussion

I move to amend the motion by replacing the first by **each**

I move to amend the motion by replacing club officers by **District Council members**

I move that all club officers get a training in Parliamentary Procedures during the first COT



## Voting and changing motion

REJECTED

I move to amend the motion by replacing club officers by **District Council members**

I move that all club officers get a training in Parliamentary Procedures during the first COT



## Voting and changing motion

↓

APPROVED

I move that all **District Council members** get a training in Parliamentary Procedures during the first COT



## Voting and changing motion



I move that all District Council members get a training in Parliamentary Procedures during the first COT



# Time Management





## ➤ **Limit / extend the limit of the debate**

- debate 10' / per speaker 1'
- beforehand by chair / motion by you

## ➤ **Previous Question**

- Close debate on pending motion and vote





Clarity



## ➤ Point of Information

- Seek information and obtain answers to questions
- relevant for the question at hand
- no second, debate or majority





Order



## ➤ Point of order

- Request chair to enforce rules and order
  - taken > correction
  - not taken (explained)
- no second, debate or majority

## ➤ Out of order

- Chair declares an action/motion out of order
  - Member has no right to speak (not recognised)
  - Member deviates from the topic at hand
  - Motion of higher precedence is still pending
  - Insulting or offensive language



Try it out &  
Enjoy!



- **I move** (right hand up)
- **I second** (left hand up)
- **It has been moved and seconded** (head and arms)
- **I open the floor for discussion** (arms wide open)
- **In favour** (point), **opposed** (point), **in favour** (point), **opposed** (point)
- **Proceed to the vote** (turn hands over)
- **Opposed** (right hand up), **in favour** (left hand up), **abstentions** (right hand up)
- **Carried** (thumb up) or **failed** (thumb down)

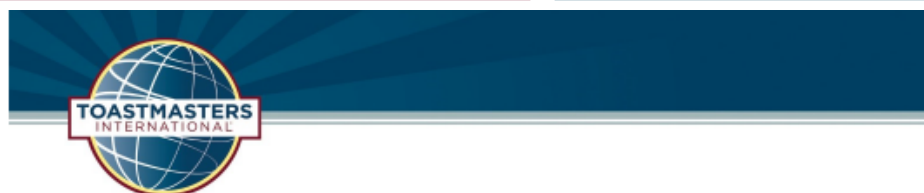






# Approve Agenda





## District 59 – South/West Europe

Saturday, 25<sup>th</sup> of November, 2017 – Milan

Grand Hotel Barone Di Sassj, Sesto San Giovanni, Milan

### 2017-18 District Core Team

**District Director**  
Ana Isabel Ferreira

**Program Quality Directors**  
Chantale Evertsz (FD 59)  
Nelson Emilio (FD 107)  
Ulrike Laubner (FD 109)

**Club Growth Directors**  
Siegfried Haack (FD 59)  
Nacho Arenas (FD 107)  
Francesco Fedele (FD 109)

**Public Relations Manager**  
Barbara Piedade

**Administration Manager**  
Clara Noble

**Finance Manager**  
Ray Noble

**IP District Director**  
Markus Kuenkel

**Parliamentarian**  
Marieke Dijsterhuis

**IT Manager**  
Francesco Fedele (int)

### District Mission

We build new clubs and support all clubs in achieving excellence

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

Toastmasters International  
[www.toastmasters.org](http://www.toastmasters.org)

### District Council Meeting

#### 09:15 I. Opening

A. Call to Order	Ana Isabel Ferreira
B. District Mission	Clara Noble
C. Certification of Quorum	Clara Noble
D. Parliamentary Procedure	Marieke Dijsterhuis
E. Adoption of Agenda	Ana Isabel Ferreira
F. Approval of Winterthur DCM Minutes	Ana Isabel Ferreira

#### 09:40 II. Reports

A. District Strategy	Ana Isabel Ferreira
B. Program Quality Report	Ulrike Laubner
C. Club Growth Report	Nacho Arenas
D. Public Relations Report	Barbara Piedade
E. Audit and P&L Statement	Ray Noble
F. Budget Discussion and Approval	

#### 10:20 III. Current District Business

A. District Leadership Com. Chair	Valerie Fraser
B. IT Report	Francesco Fedele
C. Spring 2018 Conference Athens	Dimitrios Diamantopoulos

#### 10:40 IV. New Business

A. 2018 Fall Event: Call for Submissions	Ana Isabel Ferreira
B. Presenting Club Growth Awards	Chantale Evertsz
C. Other business	Siegfried Haack
	Ana Isabel Ferreira

#### 11:10 V. Closing

A. Place and time for next DCM	Ana Isabel Ferreira
B. Adjourn	

**Timing and room subject to change**





# Approval of Winterthur DCM Minutes





# **D59 2017-2018**

## ***Support for Growth***

District Director  
Ana Isabel Ferreira



# District Team

## CORE TEAM

**DD** Ana Isabel Ferreira

**PQDs** Marike Dijksterhuis | D59

Nelson Emilio | D107

Ulrike Laubner | D109

**CGDs** Siegfried Haack | D59

Nacho Arenas | D10

Francesco Fedele | D109

**PRM** Barbara Piedade

**FM** Ray Noble

**AdM** Clara Noble

**IPDD** Markus Kuenkel

## EXTENDED TEAM

**FM Ass.** Raquel Garcia | D107

Dimitrios

Diamantopoulos | 109

**Parliamentarian** Marike Dijksterhuis

**Alignment Chair** Irina Hauser

**IT Manager** Francesco Fedele

**DLC Chair** Valerie Fraser



# Largest Reformation





## Main focus

Building 3 sustainable districts with strong leaders and strong clubs

Create a **growth dynamics** and ensure sustainability

Raise the **knowledge on TM** education and trainings, increase club quality and improve leadership training skills.







VIEW FROM  
ABOVE



# **D59 2017-2018** ***Support for Growth***

## **Program Quality Report**

On behalf of the PQDs,  
Ulrike Laubner



# Goals: District Measures



- 85% Division and Area Directors Trained → 88%
- Club Officers List submitted on time → 94.9%
- Clubs with more than 4 officers trained → 73.5%  
**-26.5%**



# Pathways



**Chief Ambassador  
Carina Schey**

**Workshop:  
26th November: 11:25 CET**

26th Oct 2017

5th Dec 2017

Jan-March

March 2018

Pathways Chief Ambassador  
Webinar

Submissions  
Pathway guides:  
53

Train  
75% of clubs

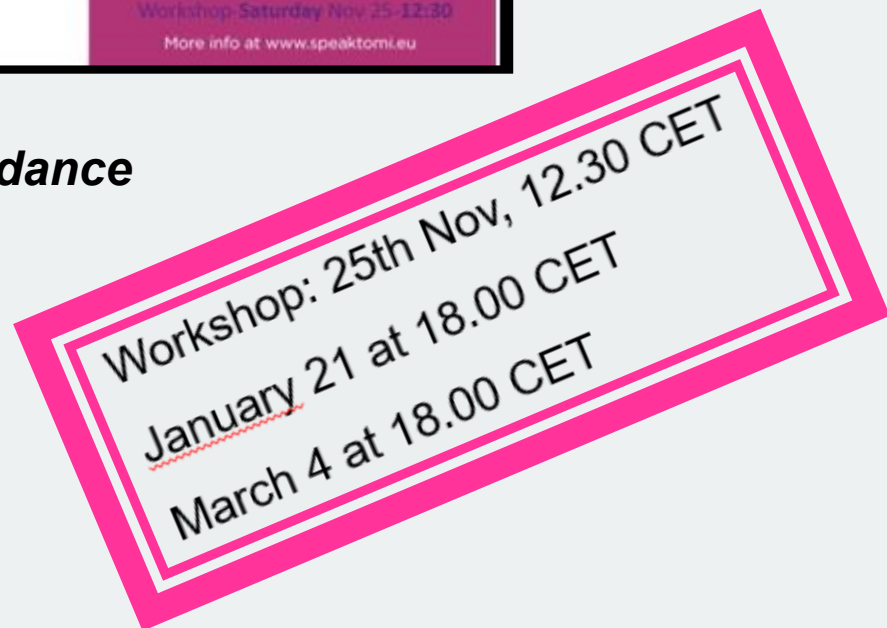
Roll-out



# Youth Leadership Program (YLP)



***Webinars, Presentations, Guidance***







# Support for Growth...



- ▶ **Train** all officers
- ▶ **Offer** Mentoring
- ▶ **Conduct** Moments of Truth
- ▶ **Go** beyond the club
- ▶ ...and **recognise** efforts



We built new clubs and  
**support all clubs**  
**in achieving excellence**





- Mentoring Excellence Award (3 awards/club)
- Excellence Club Award (Certificate of Excellence/club/2 Moments of Truth sessions)
- Excellence Area Training Award (3 Tickets/AD/D59 Spring Conference)
- Excellence Division Training Award (1 Ticket/DivD/D59 Spring Conference)



**D59 2017-2018**  
***Support for Growth***

# **Club Growth Report**

On behalf of the CGDs,  
Nacho Arenas

**We are on a Mission for Our Clubs**



**We build new clubs and support all clubs in achieving excellence**



# Club Growth Directors



**Siegfried Haack**  
Future District 59



**Nacho Arenas**  
Future District 107



**Francesco Fedele**  
Future District 109



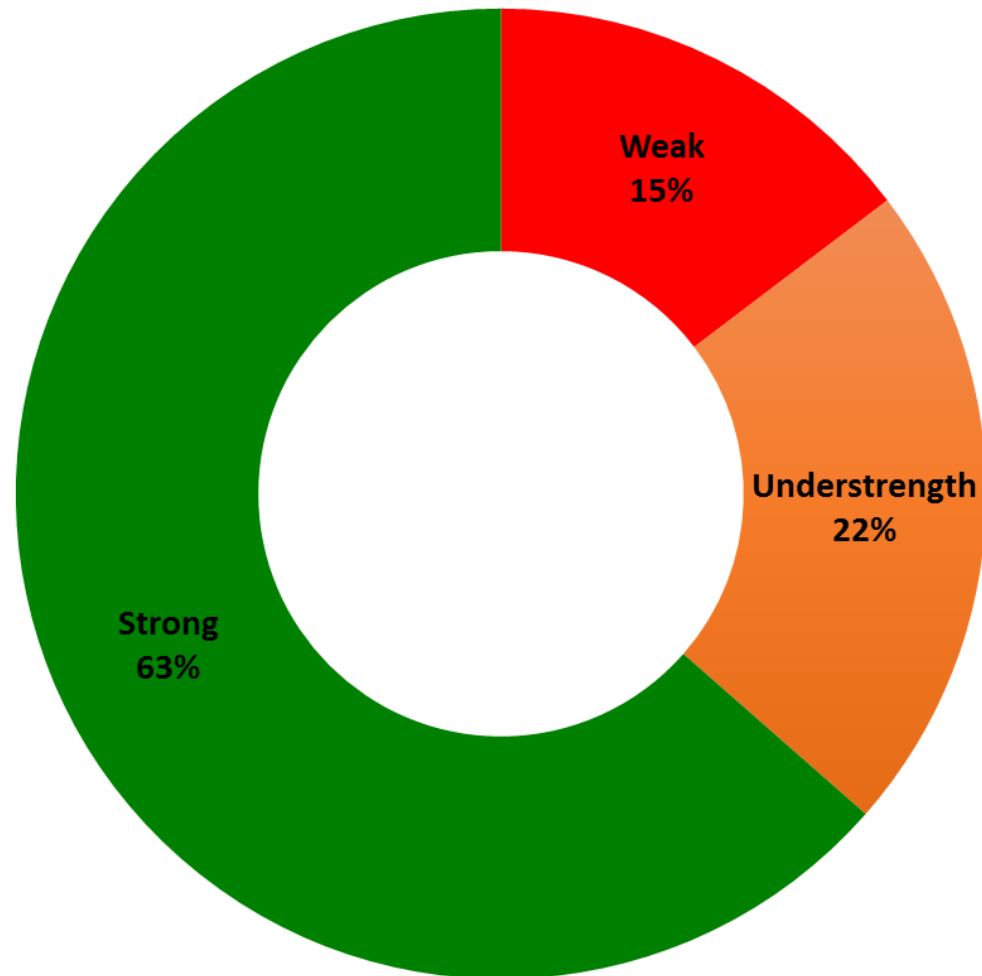
# Goals: More Clubs & More Payments

Paid Clubs		Payments	
Base	To Date	Base	To Date
262	255	14,146	6,396
Goals		Goals	
Distinguished		Distinguished	
270		14,571	
Select Distinguished		Select Distinguished	
276		14,854	
President's Distinguished		President's Distinguished	
283		15,278	

**In Athens Conference**

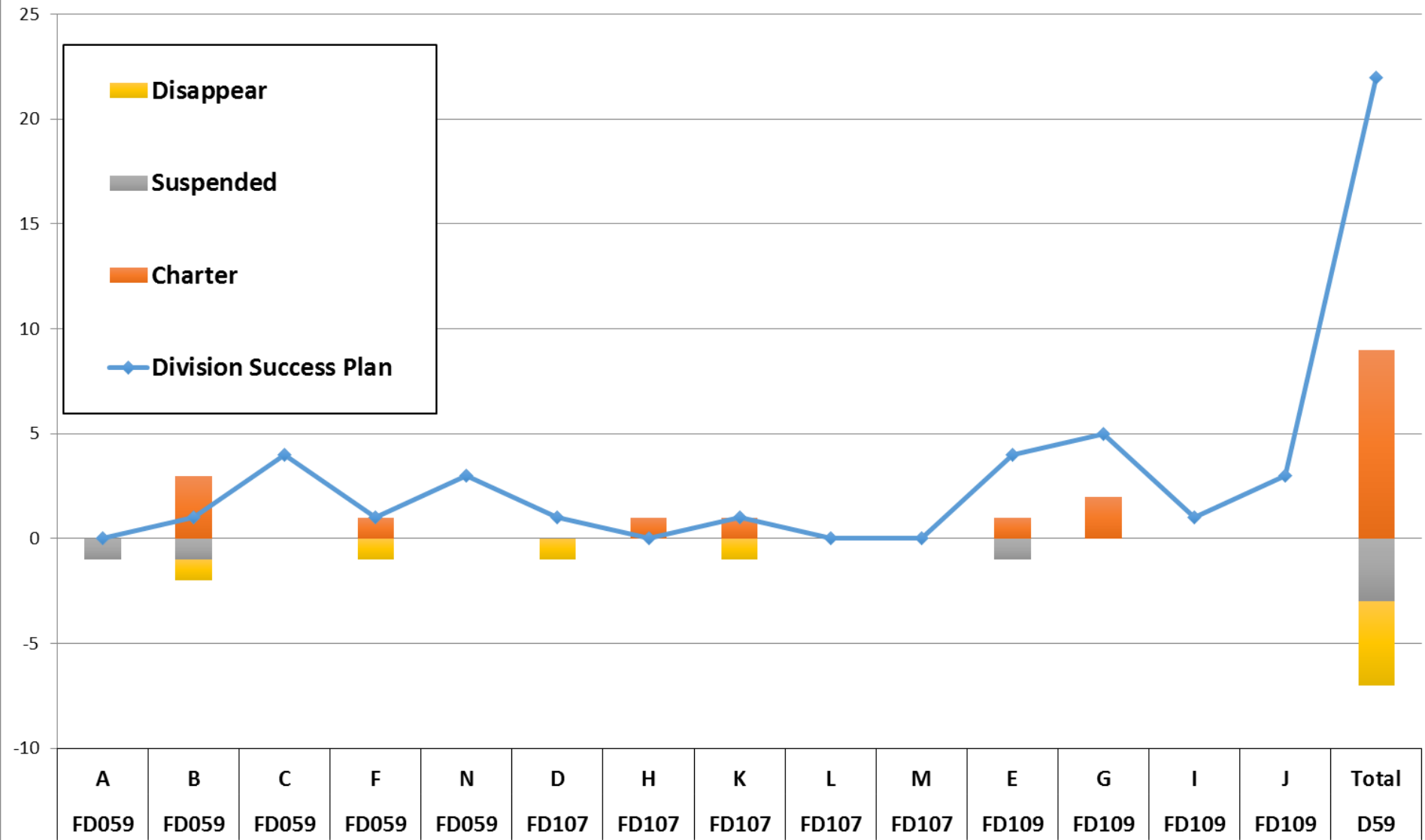


## Club Situation : District 59



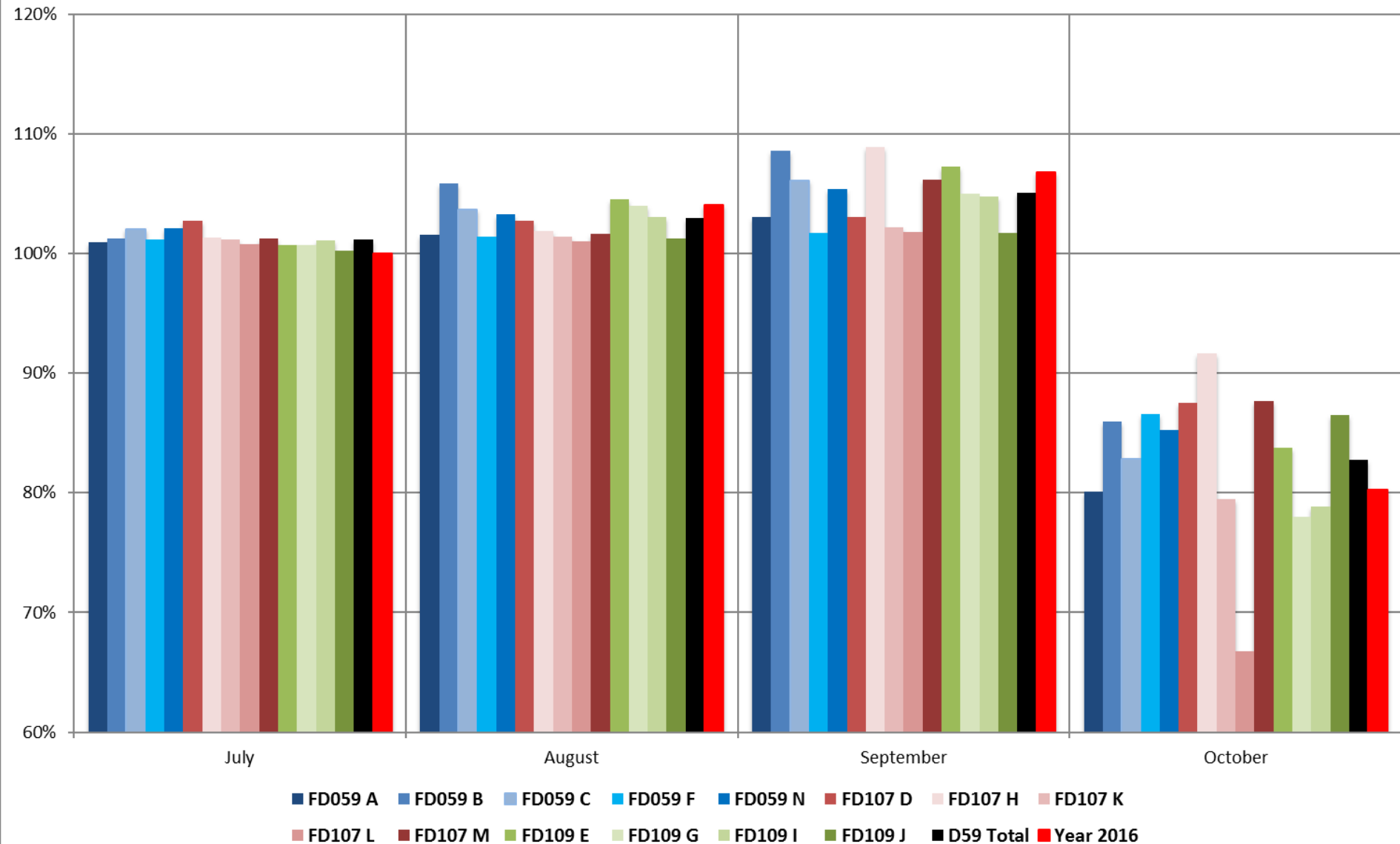


## Club Growth





## Membership Evolution







# Club Growth Awards



Designation	Award
Fast Start Award	100 EUR – best club growth in July/Sept
Fall Award	50 EUR – best club growth (Oct/Jan)
Club Growth Award	50 EUR – best club growth, by future district (Feb/May)
Phoenix Award	100 EUR – club that goes from weak to charter strength



# Remember...

- ▶ Club Coachs
  - ▶ Demo Meetings
  - ▶ Support Understrength Clubs
  - ▶ Club Visits Report
  - ▶ Club Growth Network
- 
- ▶ ...and awards





# **D59 2017-2018**

## ***Support for Growth***

Barbara Piedade  
Public Relations Manager



**“If I only had two dollars  
left I would spend one  
dollar on PR.”**

Bill Gates



## Our current Team:



**Barbara**  
PR Manager



**Cristina**



**Em**



**Sara**  
PR Assistant



**Jasper**  
Video Team Manager



**Juan**  
Marketing Intelligence  
Specialist



**Rui**  
Cameraman & Stage  
Specialist



**Communication Initiatives**  
**Public Relations Initiatives**  
**Toastmasters Brand Questions**

**Bárbara Piedade**  
**Public Relations Manager**  
**[prm@district59.org](mailto:prm@district59.org)**

**Technical Questions about Websites**  
**Questions about Domains**  
**Other Technical Matters**

**Francesco Fedele**  
**IT Manager (int)**  
**[cgd109@district59.org](mailto:cgd109@district59.org)**



1 BUILD AWARENESS OF TM  
STRUCTURE, DIFFERENT ROLES  
AND THEIR RESPONSABILITIES  
AND ADDED VALUE

2 BUILD TRUST ON THE DISTRICT  
AND ITS TEAM BY DD, AD, CLUB  
OFFICERS AND MEMBERS

# INCREASE INTERACTION THROUGH SOCIAL MEDIA

BUILD BRAND AWARENESS AND INCREASE RECOGNITION BY  
NON-MEMBERS



4.250 members



99%

5.000



1.500 likes



85%

3.000



200 followers



75%

1.000



130 subscribers



74%

500





# #D59TM



**Toastmasters International – District 59**



**Toastmasters International District 59**



**District 59 Toastmasters**



**Toastmasters International – District 59**



**[www.district59.org](http://www.district59.org)**





# Audit and P&L Statement

Ray Noble  
Finance Manager



## District 59 Draft Profit & Loss

	2016 - 2017		
	Actual	% of Total	Budget
<b>District Revenue</b>			
Membership + Reserve	137,001 €		158,027 €
Conference Revenue	107,098 €		70,000 €
District Store Revenue	77 €		10,000 €
<b>Total District Revenue</b>	<b>244,176 €</b>		<b>238,027 €</b>
<b>District Expenses</b>			
Conference Expenses	113,849 €	51.0%	70,000 €
District Store Expenses	280 €	0.1%	8,000 €
Marketing Expense	8,472 €	3.8%	25,631 €
Communications & PR Expenses	3,734 €	1.7%	5,566 €
Education & Training Expense	17,541 €	7.9%	26,650 €
Speech Contest Expenses	10,621 €	4.8%	15,300 €
Administration Expenses	1,133 €	0.5%	2,400 €
Travel Expense	65,741 €	29.4%	67,480 €
Other Expenses	1,914 €	0.9%	17,000 €
<b>Total District Expenses</b>	<b>223,285 €</b>	<b>100.0%</b>	<b>238,027 €</b>
<b>Total Net Income</b>	<b>20,891 €</b>		<b>0 €</b>



# TOASTMASTERS INTERNATIONAL

TOASTMASTERS INTERNATIONAL  
Certification for  
August  
2016-2017

DISTRICT 59

## INSTRUCTIONS:

1. Complete all sections on the Narrative tab.
2. Fill in the white cells below with the appropriate information and print out this page.
3. Obtain related signature below. **Electronic signatures are not acceptable.**
4. Distribute monthly reports per Toastmasters International protocol 8.4, to the district governor and lieutenant governors within 30 days after the end of the month.
5. **Quarter reports due to World Headquarters:**
  - \* September Report: **October 31**
  - \* December (Audit) Report: **February 15**
  - \* March Report: **April 30**
  - \* June (Audit) Report: **August 31**
6. Submit approved narratives and certification page to World Headquarters by email or fax:
  - \* Scan and email the PDF to [DistrictFinancialReports@toastmasters.org](mailto:DistrictFinancialReports@toastmasters.org)
  - \* Or fax to (949) 589-3456

**NOTE:** This certification form must be complete for the report to be accepted by World Headquarters. Reserve funds will not be released until World Headquarters receives the completed report.

In Base Currency	EUR
Monthly Net Income/(Loss)	<u>(56'212.74)</u>
Year to Date Net Income/(Loss)	<u>17'535.61</u>
Total Available Funds	<u>77'744.00</u>

1. We, the undersigned, certify that all district financial records have been made available to the audit committee for inspection and that any unpaid bills or other outstanding obligations for the 2016-2017 term have been reported to the audit committee and included in accruals section of this audit. We further certify that there are no other outstanding district obligations incurred for the 2016-2017 term.

Dated this 8th day of August

[Signature]  
District governor (for the year audited)

[Signature]  
District treasurer (for the year audited)

## Complete only for the Mid-year Report and Year-end Report:

2. We, the undersigned members of the Audit Committee, have examined the records of District 59 for the 2016-2017 term in accordance with the Audit Committee Guidelines\* and believe that this report properly reflects the operation for that term.

Dated this 8th day of August

Chairman

Member

Member

\* Audit Committee Guidelines are available at the District Finance Corner:

[www.toastmasters.org/AuditGuide](http://www.toastmasters.org/AuditGuide)

**NOTE:** Audit committee members cannot be members of the district executive committee (e.g., district governor, lieutenant governors, immediate past district governor, secretary, treasurer, public relations officer, division governors, area governors).



# Budget

Ray Noble  
Finance Manager



## District 59 Draft Profit & Loss

	2017 - 2018		2016 - 2017		
	Budget	% of Total	Actual	% of Total	Budget
<b>District Revenue</b>					
Membership + Reserve	189,343 €		137,001 €		158,027 €
Conference Revenue	145,000 €		107,098 €		70,000 €
District Store Revenue	2,000 €		77 €		10,000 €
<b>Total District Revenue</b>	<b>336,343 €</b>		<b>244,176 €</b>		<b>238,027 €</b>
<b>District Expenses</b>					
Conference Expenses	145,000 €	43.1%	113,849 €	51.0%	70,000 €
District Store Expenses	2,000 €	0.6%	280 €	0.1%	8,000 €
Marketing Expense	20,770 €	6.2%	8,472 €	3.8%	25,631 €
Communications & PR Expenses	7,307 €	2.2%	3,734 €	1.7%	5,566 €
Education & Training Expense	31,777 €	9.5%	17,541 €	7.9%	26,650 €
Speech Contest Expenses	12,640 €	3.8%	10,621 €	4.8%	15,300 €
Administration Expenses	2,000 €	0.6%	1,133 €	0.5%	2,400 €
Travel Expense	114,753 €	34.1%	65,741 €	29.4%	67,480 €
Other Expenses	0 €	0.0%	1,914 €	0.9%	17,000 €
<b>Total District Expenses</b>	<b>336,247 €</b>	<b>100.0%</b>	<b>223,285 €</b>	<b>100.0%</b>	<b>238,027 €</b>
<b>Total Net Income</b>	<b>96 €</b>		<b>20,891 €</b>		<b>0 €</b>





# Budget Discussion and Approval







The DEC preliminary approves the District Budget



# **D59 2017-2018**

## ***Support for Growth***

District Leadership Committee  
Valerie Fraser



**A**  
**Alice Baley**



**B**  
**Julia Xichen**



**C**  
**Erik Garritsen**



**D**  
**Sandra Oliveira**



**E**  
**Cécile Bastien-Rem**



**F**  
**Jean-Marie Fayette**



**G**  
**Barbara Olivieri**



**H**  
**Benito Vega**



**I**  
**T.B.A.**



**J**  
**Helene Kristrom, DTM**



**K**  
**Gerry Hatherall**



**L**  
**Norberto Amaral**



**M**  
**Jorge Ruas**



**N**  
**Celeste Brown**



**Chair**  
**Val Fraser (Wynbelt)**



To look for the best  
candidates and  
propose the best  
possible leadership  
teams for Districts  
59, 107 & 109  
for 2018-2019



## Per 1 July 2018: 3 Districts

107

A

Spain, Portugal, Andorra

59

B

France, Belgium, Luxembourg,  
Netherlands

District 95

109

E

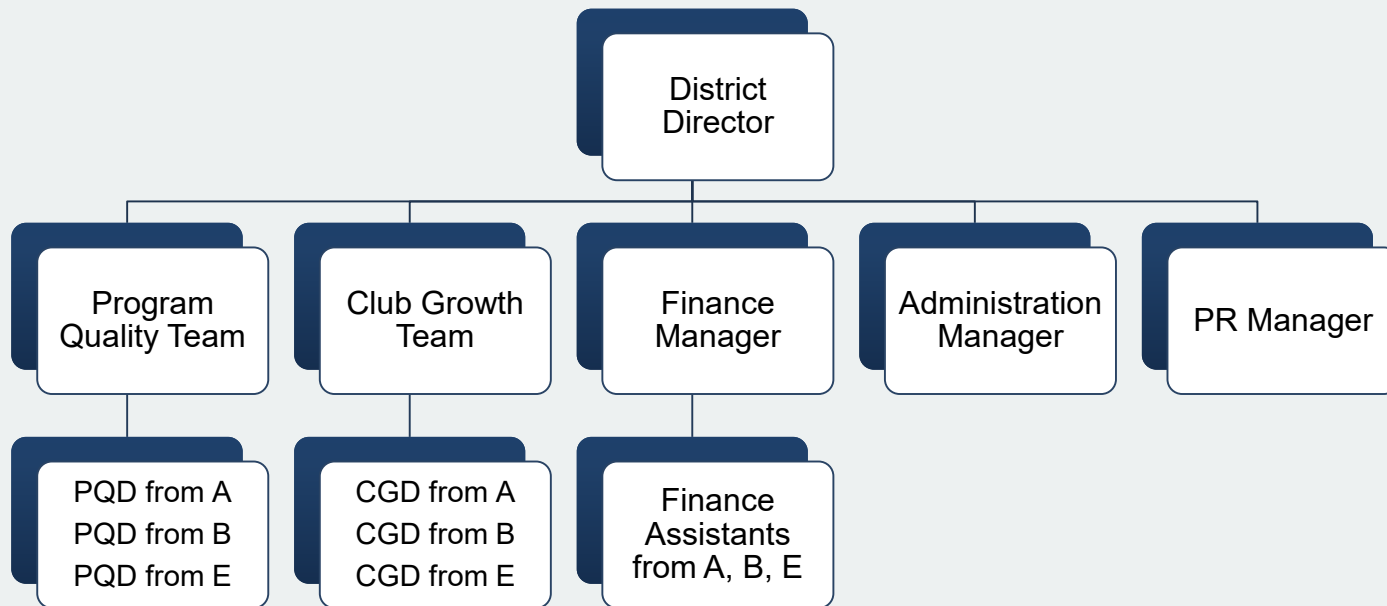
Switzerland, Austria, Italy, Lichtenstein,  
Greece, Bulgaria, FYR Macedonia,  
Cyprus

District 95



# 2018-2019

(for D95 read CDF)



*18 Core team members + 14 DD + 58 AD = 90 interviews*



# Timeline

1. 30 November: Call for nominations
2. 01 January: Nominations core team and Division Directors
3. 15 January: Nominations Area Directors
4. 01 January: start Interviews
5. 16 March: preliminary nominations list
6. 17-30 March: voting DLC
7. 31 March: final list for approval to committee
8. 31 March: Feedback to nominees
9. 14 April: Final proposal to the District Director
10. 28 April: Final proposal to the members of the District Council
11. 26 May: Elections

Dear Member:

Our District is looking for volunteers to create an IT group that would support the Core Team in managing the current IT infrastructure.

More in detail we are looking for:

- **IT Manager (one person)**, which should coordinate the entire IT staff group – management skills are the main requirement for this position, although knowledge of IT is definitely welcome
- **easy-Speak Support Specialists (three, one for each future District 59, 107, 109)**, to support the users of *easy-Speak* – a strong user/service orientation is the main requirement, and although no specific IT skills are needed for this position experience in IT user support as well as experience in the advanced use of *easy-Speak* would be welcome
- **IT Support Specialist(s) (one or one per each future District 59, 107, 109)**, providing IT/technical support to the District – IT skills are mandatory for this position (note that the IT Manager could also be the IT support specialist if he/she has both set of skills)

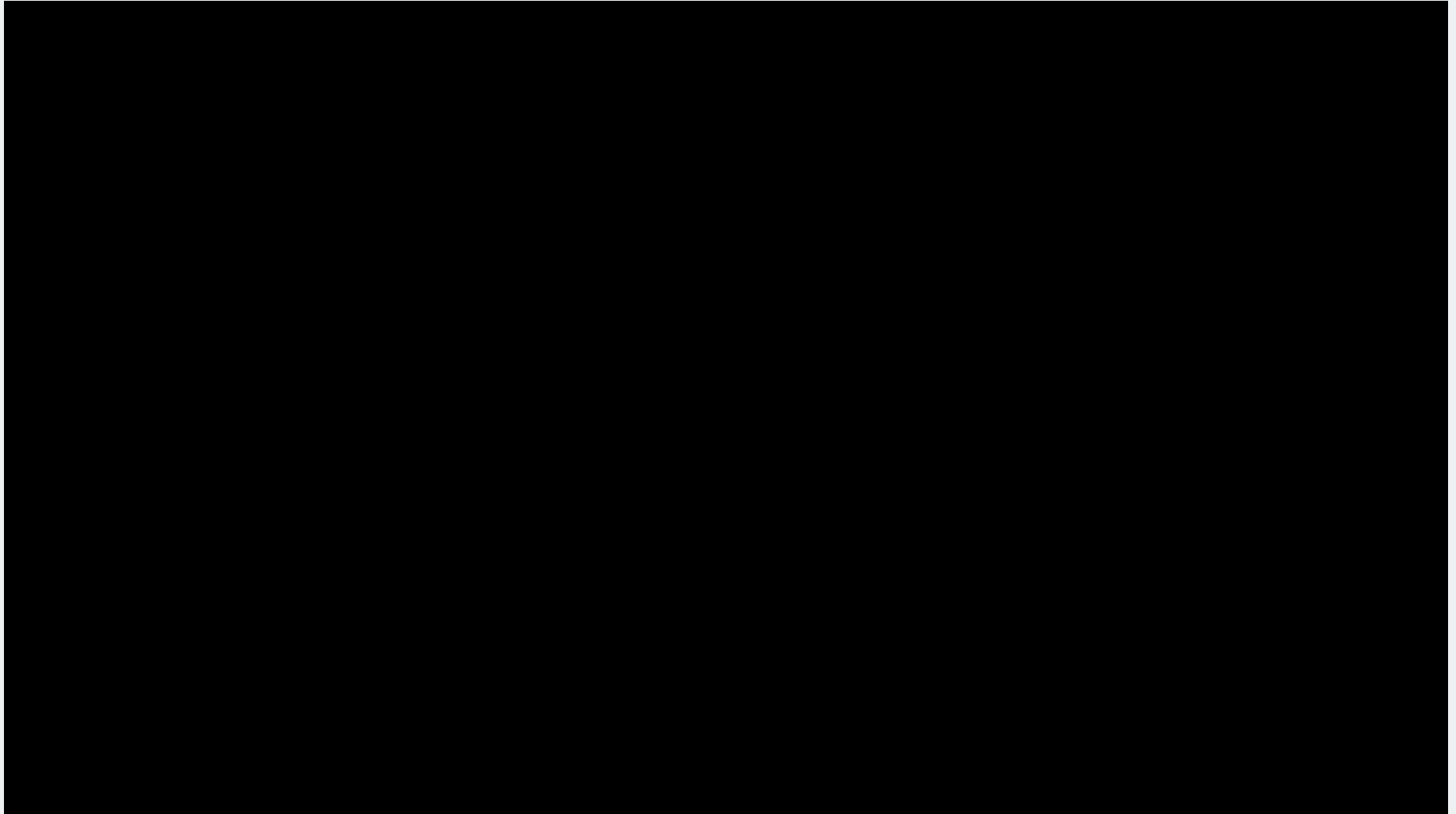
[Click here to access the details for each profile:](#)





# Spring 2018 Conference

Dimitrios Diamantopoulos







# Fall 2018 Event

Chantale Evertsz



# 2018 Fall Event

- ▶ From **July 1, 2018** the Fall Conference will be discontinued
- ▶ The district should not be planning any district-level contest during this time frame
- ▶ All district-level speech contests are conducted only at the annual district conference in the spring



# What should the districts do?

- ▶ Each future district will decide what they will do
- ▶ District should/could use this time to conduct additional training on the topics that support the achievement of the district and club mission
- ▶ Ideas / proposals to be submitted to your future PQD before **January 31, 2018**



**D59 2017-2018**  
***Support for Growth***

## **Club Growth Awards**

On behalf of the CGDs,  
Siegfried Haack



# Club Growth Awards



Designation	Award
Fast Start Award	100 EUR – best club growth in July/Sept
Fall Award	50 EUR – best club growth (Oct/Jan)
Club Growth Award	50 EUR – best club growth, by future district (Feb/May)
Phoenix Award	100 EUR – club that goes from weak to charter strength





## Fast Start Award



- ▶ Best Club Growth from July to September

# 100 EUR

Club UBS Rethoric Club CH  
Zurich, Area E1

**9 new members** between July and September!!



## Fall Award



► Best Club Growth in October

# 50 EUR

Club HPE Inside Sales Barcelona  
Barcelona, Area K3

**17 new members** in October!



Other Business

Ana Isabel Ferreira  
District Director



# #D59FallSelfie







# See you in Athens

## May 25-27, 2018

