



Minutes

District 59 Executive Committee Meeting

Sunday, 2 February 2019, Brussels

I. Opening

A. Call to Order

At 9:10, Siegfried Haack, District Director, called the meeting to order. After welcoming everybody the meeting started.

B. Attendance

Apologies received: Rachel Maire (F1), Karel Indigne (B4)

Marieke Dijksterhuis, PDD, in attendance serves as district parliamentarian.

Guests: Oana Marangoci (YLP representative), Lucien Bollen (Div B assistant), Tania Cardenas (Div D assistant)

C. District Mission

Manie Conradie, Administration Manager, read the District's Mission:

"We build new clubs and support all clubs in achieving excellence."

D. Certification of Quorum

Manie informed the assembly that a quorum for any District Executive Council Meeting is a majority of the Division and Area directors, as outlined in the district bylaws. Our district has 36 eligible officers. With 27 members in attendance, a quorum is reached.

E. Parliamentary Procedure

Marijke Dijksterhuis, Parliamentarian, explained parliamentary procedure according to Robert's Rules of Order that will be followed during this meeting.

F. Adoption of the Agenda

Siegfried Haack, District Director, informed the assembly of changes to the agenda that has been sent out.

- 'Council' to change to 'Committee'
- Pascal Vilarem to present the Marseille update

With no objections, the agenda has been approved as presented.

G. Approval of the previous minutes

Without any objections, the minutes has been approved without any amendments.

H. Program Quality report

The PQD wears many hats. An overview of the DCP status were presented.

Division E were highlighted as Pathways champs.

Pathways: Please ask Jaap Russchenberg and his team if there are anything that is not clear, or if help is needed. Jaap did a survey and found that too many club officers are not enrolled: 69% are enrolled. Area directors are asked to encourage club officers to enrol.

Clubs that have a Pathways assistant, have also shown to be more successful clubs.

If you need French material ask.

Erik Hesselink gave feedback on a Pathways café they held and says that it is going really well.

Speechcraft: It has proven to be a good tool used in struggling clubs to strengthen the club. New updated manuals to be available soon

YLP: Please start a program in your division if you have not yet. The impact is amazing. Schools, prison, ... The YLP Masterclass that was held during the Allegro Cruise was a big success. Marseille will have YLP contest

Speaker to trainer, the secret is practice, practice, practice.

The slides as presented can be downloaded from http://bit.ly/Brussels_DECM.

I. Club Growth report

Mandate to focus on 2 things: payments and paid clubs

Current status: 3362 membership payments received 6763 needed for presidents distinguished

20/20 challenge: the first 20 clubs to submit 20 membership payments will receive €50 voucher for a pizza party

Talk up TM running – February to March. The first 5 clubs to achieve this award to receive €100 voucher for the TM store

Paid clubs: paid 114 today. 3 clubs to receive support to solve some problems. A total of 123 paid clubs required for the district to achieve President's Distinguished.

4 new clubs already chartered this year.

Prospective clubs: 29 leads in the district. All club sponsors have been contacted to offer support and material to help in the charter proses.

15 have already submitted their Application to Organise, and are recognised as official prospective clubs. If an application has not been submitted, please do so that the clubs are taken into the dashboard and receive the new charter kit. It also helps to follow up on the progress.

Mariana Florea (PFC) Any current member are asked to help by giving speeches in Prospective clubs, these are counted as official speeches and counted for progress in the traditional and Pathways programs.

The district has 10 weak clubs (clubs with less than 12)

€50 marketing support for understrength clubs

5 prospect clubs with sponsors and mentors appointed

7 club coaches has been appointed for the 10 weak clubs appointed. For the other 3, please help them find a coach. In Kuala Lumpur it was announced that coaches will receive credit as district officer for the Traditional program before 30 June 2020.

No slides were presented.

J. Public Relations report

Updated strategy goals were presented, to highlight what has been done and asking for input for the last few months.

Three goals:

Goal 1: Enhanced internal and district communication

- LinkedIn updates
- Regular social media and mail chimp (twice per month). Announced that D59 can include division and area info in the mailings.
- Social media consultation

Wants to spend all the marketing money, it is there to be used for the benefit of the district.

Goal 2: Building PR capacity

- Special PR training
- Community of practice
- PR how to guides launched. Room for two more suggestion to be included
- PR Contest running

Goal 3: External audiences

- FB growth of 20:, linked in grew by 85%, twitter kept alive
- YouTube masters activated
- Website: looking at potential ways to consider new ways to approach the aesthetics

The slides as presented can be downloaded from http://bit.ly/Brussels_DECM

K. Finance report

Accounting should be as easy as 1-2-3, but it is not

The process of submission and approval was explained, and it was pointed out that there is a lot done behind the scenes.

The audit committee still to perform duties

The current financial status is presented. The report presented is an internal (D59) report. The Intact accounting system is the final truth however. The report presented is up to date until 20 December

The 'Other expenses' entry on the report refers to money spent by TMI in our favour. It is not clearly known how this money is spent.

Membership dues are 3k higher than expected, less money has been spent than expected

The slides as presented can be downloaded from http://bit.ly/Brussels_DECM

L. IT Managers report

Pieter-Jan Drouillon introduced himself to the committee as a new member of the team.

The IT manager is a supporting role and can provide help with Easyspeak, Club, area and country websites.

Miscellaneous: if there are any question related to IT, please ask if you need advice or IT tools.

There are some Easy speak issues that are being looked in to.

The D59 Website is to be rebuilt

He can be contacted at itm@district59.org.

The slides as presented can be downloaded from http://bit.ly/Brussels_DECM

M. Q&A

Jean-Phillipe: Triple crowns: What is the procedure to receive the TCs of the previous year. **Colleen:** All TC are up to date for last year and this year.

Marta: Members can pay for the whole year at once. How does that skew the budget? **Frank:** It would not skew the budget, the budget is made up on year basis. We cannot however determine which part has been paid for the full year or not. Frank will follow up

Eric: Pathways – what is the status of pathways? It is not clear in div E what is happening. **Colleen:** Jaap receives a monthly report from PQD received from TMI on the currents status. If there are questions please contact PQD.

Mariana: Some problems with Concur are experienced, not clearly understanding how it should be used. Information for rejected reimbursement requested. Siegfried and Frank will follow up on this problem. If anybody has problems please contact Siegfried.

Laetitia: Will the VP PR webinar count for DCP? Training has to be an official training not only the breakout session:

Alain: Are reimbursed for the Brussels weekend? **Frank:** Yes, according to the financial guidelines.

Marta: Please resend financial guidelines

Jean-Phillipe: Could the PQD please tell more about the e-learning that was mentioned? **Colleen:** The only information available is that it is coming. The intent is however to prepare for the in person training. All manual material will be included in e-learning, so that the in person training can be focussed on skills and hands on.

Anthony: Will there be another 20/20 challenge in March/April? **Robert:** Yes

Anthony: Where are the PR guides that was mentioned? **Helena:** They are not published on the website yet. There is one that has been published and was announced on FB.

Fabien: Speechcraft - Is it still an official TM program? Would like to have it in French. **Colleen:** It is being rewritten to include Pathways and is still valid.

N. Division directors' reports

Next the Division directors' updates were presented. The slides that were received can be downloaded from http://bit.ly/Brussels_DECM

Alain Méric for division A (no slides)

Presented an executive report

Achievements: quality as goal focussing on Pathways

First TLI was success

Division workshops?

Division drive by Pascal implemented

Challenges

Team change assistant CQ and PR left the team

Reduced to single monthly e-mail with a list of division events. Found that it works well

Valbona Zefi for division B (had slides)

A break down of the division and areas were presented.

Goals of Division B

1. Strengthening the existing clubs

2. Support the creation of new clubs
3. Strengthening the network & training quality

Pointed out that 100% of area reports has been submitted.

A detailed presentation of the division goals were presented to the assembly.

The next COT will be in June.

Happy members motivates us

Erik Hesselink for division C (had slides)

One change in team Milena moved out of Division

24 reports on time, all payments on time

5 pathways cafes (one per area), pathways WhatsApp group, and Jaap

Steady growth of membership, with 7 prospect clubs

No weak clubs, one close, and few under strength

Jean-Phillipe Stijns for division D

New IT manager, and looking for new PR manager

Dashboard:

New district, new division, Pathways makes it difficult, setting reasonable expectations

Presents a few challenges for Div D.

Muktha Muralee for division E

Family is key

Many events with good attendance

Wants to bring back Speaker to Trainer

All events were free

Strong educational pull in the division

Reduces <20 clubs from 6 to 3

Challenges: biggest to get members out of their clubs. Ask DEC for info on PR and motivating team

Pascal Vilarem for division F

No team changes

Challenges team to host a common TLI during the next round of COT

O. District leadership committee update

Marike to present on behalf of committee

Presents updated timeline

36 positions to be filled, 41 applications, 5 open roles: PR man, admin, Div B, AB1, AB4

The candidates timeline is presented.

Please read protocol 9.0 on campaigning, point 3 is highlighted (9.0.7 A)

P. District Alignment committee report

Siegfried will present on behalf on Todd Buell alignment chair

A C D and E will change

Jean-Phillipe: How is it decided whether to realign an area or not?

Robert: Alignment is done in a way to best service the clubs and members in the areas and divisions.

Q. Marseille update

Pascal presents an update on the spring conference plans

There will be a change of venue. The one initially selected was not a good choice.

The change in venue should not impact hotel bookings already made.

The keynote will be delivered by Mark Brown

R. Call for 2020 district spring conference

Bids are open

3 interested parties from the audience

Guidelines will be distributed by PQD with timeline and bid process

S. Other business

Pascal to submit mytoastmasters.club to district control.

A question for discussion is presented to the assembly: Should the September DOT be moved to June?

Pascal: Is the proposal meant to replace the Sunday afternoon training:
No

Sarah: If the September DECM is presented by the new team, will this proposal add a third training to this year? **Siegfried:** The new team will be involved, but only after elections.

Nicholas: Who will organise the June training if the new team only comes into office in May? It is a constraint, to be solved?

Mukhta: Why is this question raised? **Colleen:** There was a concern that some Area and Division directors can be better served and prepared by being trained before the term starts.

Valbona: It comes into conflict with already organised COT, people will not come if in conflict

Marion: Speaks in favour of the question. Would like a much more structured session before, but is happy with a good May training

Pascal: Feels that the trio training in August is good input for the DOT if it is continued to be arranged in September

Marta: Having training for the Area directors before presenting their COTs is a good thing. It is complicated by the constraint of summer holidays and COT dates that are already set.

Angellica: Handover is important to help with this issue. Felt prepared because had a good handover

Muktha: Proposes the May training to become the responsibility of the outgoing team to prepare the incoming team for the next 3 months.

Pascal: Proposes a survey to gather input from the Area and Division directors for the training in May to ask what was missed at the beginning of term.

Fabian: Contact Ana to get input about a handover survey she has done.

Q&A

Marta: please send clear communication to the district and clubs .

Helena: Please look at the header for the topic of the mail.

Mariana: Some pathways coordinators missed the survey sent out by Jaap. Why were the AD's not included?

Angelica: Is the Marseille video published? Helena: Not yet launched. Keep an eye on the website.

Pascal: Comment really enjoyed the DOT of Saturday!

II. Adjournment

Siegfried Haack, District Director, informed that the next DECM will be an online meeting in April. Date to be announced.

The meeting was adjourned at 12:30 pm.