



# Minutes

## District 59 Executive Committee Meeting

Sunday, 18 November 2018, Online

### I. Opening

#### A. Call to Order

At 10:30, Siegfried Haack, District Director, called the meeting to order.

No apologies were received.

#### B. District Mission

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

*"We built new clubs and support clubs in achieving excellence."*

#### C. 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 18 members in attendance, a quorum is not reached.

Attendance registry was kept using a Ballotbin 'vote'.

Marieke Dijksterhuis in attendance serves as district parliamentarian.

#### D. Parliamentary Procedure

Marijke Dijksterhuis, Parliamentarian, explained the parliamentarian procedure according to Robert Rules of Order for this business meeting.

Based on the previous online meeting experience the following procedural changes will be adopted.

- The chat box should not be used for a second side conversation.
- To 'raise your hand', please then only type in the chat box the name of the motion you want to raise: 'second', 'in favour/opposed' if you want to speak up during the discussion; 'objection' if you object to the request to adopt an agenda item

#### E. Adoption of the Agenda

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

The following changes have been made:

- Alain and Odile Petillot (District Leadership Committee chairs), and Todd Buell (Alignment Committee chair) will not be attending. Siegfried will present on their behalf.

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

#### F. Approval of the previous minutes

The following changes have been raised that need to be made in the Rotterdam minutes:

- Change adjournment date
- Change 'District Executive Council' to 'District Executive Committee'
- Include in the minutes that we need a discussion on communication that has not taken place , to fully reflect the PRM section as it took place during the meeting
- Move the motion of Pascal Vilarem, division F director, to approve the DSP, to a separate heading.

Without any further objections, the minutes has been approved with the previous amendments.

#### Motion

Helena Ruiz-Fabra, PRM, moves to have the minutes reflect better the meeting, and enhance the quality of the minutes.

Seconded: Sarah Herasme

Manie Conradie, Admin manager, Let the minutes reflect: Why was there no comments on the minutes as was distributed before the meeting?

Coleen, PQD, agrees and would like to see more detailed minutes.

Point of information: Helena: What is the privacy note that is shown on the voting ballot?

Manie: The Ballotbin system allows the election to be set up to make the results of the vote visible during the voting process. It is not the case here and can only be seen after the vote is over.

Results of the vote: 10 in favour, 1 against, and 7 abstentions

Helena agreed that we can proceed to accept the results as is without the need to do an electronic vote.

## G. District Success Plan Status Report

New people have joined the extended team: Pieter-Jan Drouillon joins as IT manager, Odile and Alain Petillot as District Leadership Committee chairs, and Todd Buell as Alignment chair.

The goal of the district is to become President's Distinguished. It will be a team effort. There are specific goals for Program Quality, Club Growth and Public relations.

Siegfried wants to leave a sustainable legacy to those who follow, core team, division and area directors.

LEARN

RISE

SHINE

The slides as presented will be distributed.

## H. Program Quality report

Please make a note of questions that you might have and contact Colleen later with these.

- Colleen points out that some clubs are already distinguished with as much as 7 Distinguished Club Points. There are summaries on the district google drive to see what other clubs are doing as an inspiration.
- Only 56 of our clubs' area visit reports has been submitted. We need to reach 76% of all reports submitted.
- A survey was sent out by Jaap Russchenberg (D59 Pathways Coordinator) to all base camp managers. The survey is still open. Encourage your areas to continue filling out the survey if they have not done so.
- Some attention points has already been identified. Dan Rex, Toastmasters International CEO, said that they are aware of our concerns and they have a team in place working on this. It will be visible within the next 18 months.
- If your division has plans to present Speaker to Trainer, or Youth Leadership session, let Colleen know to get the necessary materials. The materials are also available digitally upon request from.
- Any orders from the TMI store needs to be received before December 10<sup>th</sup>.

The slides as presented will be distributed.

## I. Club Growth report

The district goals for club growth were presented that are required to achieve President's Distinguished District.

- 2804 membership payments to date
- 108 paid up clubs

4 new clubs

- Toastmasters Oracle France
- Ericsson France Toastmasters
- Toastmasters Versailles
- HERE Netherlands Toastmasters

Please support all weak club by finding them club coaches. Coaches do not need to be from the same area. All interested should contact Robert.

1 club on the brink of closing.

The slides as presented will be distributed.

## J. Public Relations report

Helena presented her strategy goals. and thanked everybody for the help that she has received.

She asked that the clubs participate more by attending the PR calls, and providing content for the newsletter and website.

The status of the PR goals were briefly presented with the progress, and upcoming events.

Helena is pleased with the visit of Margaret Page, 2<sup>nd</sup> International Vice President of Toastmasters. She feels that the results will be magnificent.

There has already been some submissions for the video contest.

Please don't forget to think of the PR dimension of all your activities and contact the district to see how we can help you with the tools available to us.

Helena would like to know who can and would willing to help with PR in a more structured way. Anybody that has some PR skills and would like to assist should please contact her, or if you know of someone let her know as well.

The slides as presented will be distributed.

## K. Finance report

Concur is now operational and some reimbursement claims have already been made. Frank pointed out that all reimbursements should be received no later than 60 days after the expense has been made.

It is not possible to present an accurate picture of the district finances due to the delay of Concur and a lot of missing reimbursement claims. A detailed report will be presented the end of the year, and how it could or should be adjusted.

Please submit all claims for the first round club officer's trainings, and district officers training in Rotterdam. The cut off is 30 November.

Frank asks for people to contact him and Siegfried if anybody would like to form part of the Audit committee. Candidates cannot be sitting Executive Committee members.

The slides as presented will be distributed.

## Request for Information

Pascal Vilarem: Is there a user guide for Concur and a training planned?

Frank: In the newsletter sent after the Rotterdam DECM information has been sent on how to use it. The planned training has been postponed and will be communicated at a later date.

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance/finance-education/district-accounting-system-training-webinars>

## L. IT Managers report

Pieter-Jan Drouillon introduced himself to the committee being a new member of the team. His tasks include assisting the district from the clubs and up, with IT related issues: EasySpeak, websites, etc.

He will focus on solving problems inherited from the past.

He can be contacted at [itm@district59.org](mailto:itm@district59.org).

## M. Division directors' reports

Next the Division directors' updates were presented. The slides that were received can be found in the main presentation file.

Divisions B and E were not represented.

Alain Méric for division A (no slides)

Club growth – club base of 24 to reach 27 plus 2 prospective. 2 new clubs, and more than 2 prospects identified. # club coaches are active and still recruiting more.

Club Quality – 2 main goals: Speakers corner to help promote Pathways, one hour per session to give guidance with Pathways. A private division cloud has been setup containing French and English material. Secondly a communication plan has not been set up, the assistant division director just resigned. A division A Pathways ambassador has been appointed.

Erik Hesselink for division C (had slides)

Eric presented slides with his report detailing their progress and plans for the next months.

Jean-Phillipe Stijns for division D (had slides)

Eric presented slides with his report detailing their progress and the current situation.

The slide with the dashboard has the circles placed on the wrong column. There is some work to do with the struggling clubs.

Pascal Vilarem for division F (had slides)

Div F has a new Pathways coordinator. Needs a mentor for Toulon club and asks for help from the district. Overall going well and the club visits have been done.

Foresees all the clubs to be registered in Pathways by the end of the TM year.

#### N. District leadership committee report

Odile and Alain Petillot will lead the team. Their team is already formed, and they will have their first meeting on the 21<sup>st</sup> of November. The first call for nominations has been sent out. The deadline is 15 December.

#### O. District Alignment committee report

Todd Buell will lead the alignment committee. He will contact each division director to ask their input for the potential realignment of next year.

## **II. New Business**

### **A. 2019-2020 first District Officers' Training**

Traditionally the first training was held in September. This will now be moved to June. A logistics manager is required, and preferably from divisions A, D, or E. A candidate has stepped forward this morning.

### **B. Marseilles district conference**

A contest manager is needed. This can be done as an HPL.

### **C. Paris 2020 international conference**

A host district conference chair is needed. The main focus would be to build the volunteer teams. The candidate will have an all-expenses paid trip to Denver next year to shadow the Denver conference chair.

Paris conference will be 2-8 August 2020.

## **III. Adjournment**

Siegfried Haack, District Director, informed that the next DECM will take place on 3 February 2019 in Brussels.

The meeting was adjourned at 12 pm.