



**Minutes for District Executive Meeting held on - Friday, 17 September 2021 at 18:00
Venue: Zoom Meeting**

1.	Login and register	
2	Call to Order (Lynnette Vermaak)	Administration Manager, Lynnette Vermaak greeted the meeting, and indicated that members were still being admitted into the meeting. Admitted members were requested to sign the registration link (https://toastmastersdistrict74.formstack.com/forms/credentials_exec) provided on the chat box.
3.	Welcome and Introductions (Njabulo Thela)	The District Director Mr. Njabulo Thela in his capacity as the Chairperson of the District Executive Meeting welcomed every member of the virtual meeting and acknowledged Mr. Keith Bowen (Parliamentarian) his mandate is to ensure that the correct procedures of the meeting would be followed.
4.	Certification of Quorum (Lynnette Vermaak)	During the delivery of the reports the Credentials Chairman Mr. Shaun Goodbrand advised that a quorum had been reached.
5.	Adoption of the Agenda	There were no changes or additions to the agenda this meeting. The agenda was adopted.
6	Minutes of the previous meeting	Minutes of the District Executive Meeting held 7 May 2021 were adopted as presented. <u>Matters arising</u> There were no matters arising from the minutes
7	Ratification of Appointments	<u>Changes to District Leadership, new appointments</u> The following leaders have been appointed due to resignations: Michael Ijeoma, Area Director - I5 Ettian Raubenheimer, Area Director – Y1 These appointments will be ratified at the council meeting tomorrow, 18 September 2021.

8	Alignment Motion Ratification	<p><u>Changes to Alignment submitted to Toastmasters International</u></p> <p>Changes were necessitated as not all clubs in the pipeline chartered by 30 June as had been expected and some clubs were revived.</p> <p>These are the changes:</p> <ul style="list-style-type: none"> • In D1 Universal did not charter. • KWASAA moved from E4 to E2. • Thuthuka and Soaring Eagles were revived and added to the count in E4. • Division H: Sell the Sizzle chartered in H2 • Division O: Mazars Botswana was added in O4 • Division Z: Bulawayo Diamonds chartered in Z4 <p>The above changes were adopted by the district executive.</p>
9.	Reports	<p><u>Coordinator Reports</u></p> <p>Coordinators were each given two (2) minutes to share a summary of their reports.</p> <p>Corporate Relations Manager: Maud Nale updated her report stating that the Corporate Leadership Network Forum has launched. This will run monthly.</p> <p>Education Manager: Keamo Molebalwa, nothing to add</p> <p>Joe Garmeson Trust Chair; Tim Knights, the trust has been really extended due to COVID and has assisted 178 people this year versus the previous 50 year.</p> <p>New Clubs: Luyanda Thela – nothing to add</p> <p>Semi-annual dues: Nikki Quinn there are 2 additions to the tabled report; 96 clubs have met the renewal goal and membership payments are 50% ahead of same time last year</p> <p>The Chairman thanked all the coordinators.</p> <p><u>Division and Area Directors</u></p> <p>Area Directors were given 2 minutes to add or comment on changes to their reports. They will be muted after 2 minutes.</p> <p>There following inputs were received:</p> <p>Division A Director: Bhekisisa Ngomane – renewed clubs now at 9</p> <p>Area B1 Director: Dev Chooramun – noted 3 of 5 clubs have renewed</p> <p>Moving on to the Cabinet reports:</p> <p><u>Finance Manager’s Report:</u></p> <p>The Finance Manager shared Financial Statements:</p> <p>The Audit Report: The Audit team did not have any findings, the inventory balance is not available, but that seems to be a TI issue.</p> <p>The budget:</p> <p>Changes.</p> <p>Budgeted revenue R1 309 817</p> <p>Member fees received from TI is R1 239 817</p>

2020/2021

- 25% of the revenue sent to Toastmasters International comes back to the district and this is the money used by the district to manage running costs.
- Conference Budget R20 000 as conference will be online
- District store R60 000 estimated revenue. TI allocation is R67 491 this will change to R61 990.18 this is as revised by TI based on the prior revenue. This year's allocation is 5% of the previous year's revenue.
- Both conference and the district store need to break even.
- Marketing outside of Toastmasters budget is R97 700 for Social Media marketing, design of the magazine, pay for influencers and Canva. Also, to assist in club retention and the development of new clubs.
- Recognition expense R131 590 for Pins and CFR awards
- Speech contest expense for data support for contestants
- Admin budget covers the Zoom accounts, voting for council meetings, Form Stack and MailChimp
- Travel cost for trio travel to other regions
- There will be a budget surplus.
- Zero based budgeting is used.

A Zoom poll was used to vote on the adoption of the finance report.

The finance managers' report and the 2021.22 budget were adopted.

Cabinet Reports were presented

- Admin Manager report – Lynnette Vermaak
- Logistics Manager report – Vuyi Vuthela
- Public Relations report – Vusi Maupa
- Club Growth Director – Angie Kivido
- Program Quality Director – Andrew Tsuro noted two additions to his tabled report. 1. conference is confirmed as virtual from 5-7 May 2022 and 2. A leadership development program to run from 5 October with 219 registrations across all countries.
- District Directors report – Njabulo Thela noted 1 addition to the tabled report, TI has approved the District Reformation application into two districts. The district director thanked the Reformation Committee under the leadership of Keith Bowen for the work and the report.

The District Director called for objections to the adoption of the report.

The report was unanimously adopted.

10.	Review of motions discussed	<p>Motions that were submitted to the Administration Manager were read and explained to the Executive.</p> <p><u>Motion 1:</u></p> <p>I propose that District 74 hold Evaluation and Table Topics Contests at District level (Including Club, Area, and Division) in the 2021.22 year.</p> <p>Justification for the motion:</p> <ol style="list-style-type: none"> 1. With the experience we have gained over the last 18 months the complexities around running these contests can be overcome 2. We are well equipped to ensure fairness throughout the contest. <p>Clarity questions were raised and responded to.</p> <p>In conclusion the motion was noted for submission to the Council meeting for voting with no objections from the District Executive Meeting.</p>
11.	Date of next District Executive Meeting	<p>The next District Executive Meeting will take place on Friday 6 May 2022.</p> <p>The district mission was read: We build new clubs and support all clubs in achieving excellence.</p>
12.	Meeting Adjournment	<p>Meeting was adjourned.</p>