

# **TOASTMASTERS INTERNATIONAL**

**DISTRICT 90, REGION 12**

**SEMI ANNUAL CONFERENCE**

**4–6 NOVEMBER 2016**

## **AGENDA and REPORTS BOOK**



**"Where Leaders Are Made"**

**Gosford RSL Club**

**Gosford, NSW**

**District Council Meeting  
 Toastmasters International - District 90  
 Saturday, 5 November 2016  
 Gosford RSL Club, Gosford, NSW**

**AGENDA**

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# Opening and Welcome

## District Mission

The mission of the District is to build new clubs and support all clubs in achieving excellence.

The purpose of the District is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- Focusing on the critical success factors as specified by the district educational and membership goals,
- Ensuring that each club effectively fulfils its responsibilities to its individual members, and
- Providing effective training and leadership development opportunities for club and district officers.

**Thank you to Publications Officer Leanne Kirchner CC ALB  
For compiling this Agenda & Reports Book  
and to Proof-readers Debbie Tibbles DTM and Jan Vecchio DTM**

# **District 90 Council Meeting**

## **30<sup>th</sup> April 2016**

### **Rooty Hill RSL, Rooty Hill, NSW**

#### **Head Table**

Bob Kirchner	OAM DTM	District Director
Michael Said	ACG CL	Program Quality Director
Shirley Childs	ACG ALB	Club Growth Director
Justyn Phillips	DTM	Public Relations Manager
Debbie Tibbles	DTM	Administration Manager
Jan Vecchio	DTM	Finance Manager
David Fisher	DTM	Immediate Past District Governor

**Open:** 2.00pm a banner parade led by the Division Banners, followed by the District 90 banner, then the Aboriginal, NSW and Australian flags.

- Eastern Division Chin-Hwi Ang ACG ALB
- Hawkesbury Division Phil Reed DTM
- Macquarie Division Les Saville DTM
- Northern Division Ros Scoble DTM
- Oxley Division Udo Moerig DTM
- Western Division Chris McLoon CC ALB
- District 90 Banner Richard Crisp ACG CL (Area 15 Director)
- Aboriginal Flag Noal Annabel DTM
- NSW Flag Nidhi Shekaran CC
- Australian Flag Elizabeth Wilson OAM DTM

District Director Bob Kirchner welcomed all those attending the meeting and declared the District Council Meeting Open. In the best interests of our district and this meeting all members of our district have speaking rights. Only members of the District Council may vote on any motions or amendments.

Please keep in mind that all votes are of equal value, the minority has the right to express opinions, yet the majority rules. Justice, respect and courtesy for all is most important. Please keep the Toastmasters values in mind.

The procedure for voting was then explained.

District Director introduced the Senior Management Team at top table, Past International Director OAM DTM Gary Wilson, Past District Directors: Peter Leney DTM, Gary Wilson OAM DTM, Elizabeth Wilson OAM DTM, Richard Stacey DTM, Frank Higgins DTM, Karen Stacey DTM, John Taylor DTM, Reg Stewart DTM, Nick Rinaldi DTM, John Inglis OAM DTM, Philip Bendeich DTM, Kaylene Ledger DTM, Jan Vecchio DTM, Joan Rinaldi DTM and David Fisher DTM. In addition, Denis McCord DTM PDG District 72 was present.

#### **Mission of the District**

Brian Jones ACG ALB, Area 2 Director read the Values and Mission Statements of Toastmasters International

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

**District Mission** - We build new clubs and support all clubs in achieving excellence

**Club Mission** - We provide a supportive and positive learning experience in which members are empowered to develop communication and leaderships skills, resulting in greater self-confidence and personal growth.

**Toastmasters International Values** – Integrity – Respect – Service – Excellence

## Official Welcome

Co Conference Chairman Alicia Denis ACB provided the official welcome to the 2016 Annual Conference.

## Apologies

All apologies are to be entered in the Apologies book located at the door.

**Motion:** "That that the apologies as per the apologies book be accepted".

Moved: Debbie Tibbles

Seconded: Les Saville

Motion carried.

## Vale

At this time, we take a moment to remember Toastmasters and family members of Toastmasters who have passed away since the last District Council meeting. One minute's silence was observed.

- Ted Scott (Coastal Communicators)
- David Olerenshaw (Cessnock City, Dapto)
- Kathy Marvell ACG (Toukley)
- Gladys Kingdom (Ballina Birdwing)
- Richard Darlington (Western Lectern)

## Quorum

Debbie Tibbles (District 90 Administration Manager) stated that "A quorum is one-third of the club Presidents and Vice-Presidents Education from member clubs in our district, or their proxies. Based on 142 active clubs and two votes per club, the total available number of votes is 284 one third of the total votes, therefore, a quorum is 95."

The total number of votes at the moment is 159, therefore, we do have a quorum.

The use of microphones, timing and voting rules and procedures were explained by the District Director Bob Kirchner OAM DTM.

## Acknowledge First Timers

Western Division Director Chris McLoon ACC ALB and Eastern Division Director Chin-Hwi Ang ACG ALB presented first timer ribbons.

## Minutes of the last District Council meeting

**Motion:** "That that the minutes of the District Council meeting held at Tamworth on 28th November 2015 as printed in the Agenda and Report book be confirmed."

Moved: Debbie Tibbles

Seconded: Dianne Sammut

Motion carried.

No corrections or business arising.

## Correspondence Inwards

**Motion:** "That the Correspondence Inwards as printed in the Agenda and Reports Book and on the addendum as circulated be received"

Moved: Debbie Tibbles

Seconded: Sean Leise

Motion carried.

No business arising.

## Correspondence Outwards

**Motion:** "That the Outwards Correspondence as printed in the Agenda and Reports Book and on the addendum as circulated, be endorsed"

Moved: Debbie Tibbles

Seconded: Jan Coleman

Motion carried.

Business arising:

- S84 – Alison Edwards asked about the timing of approval for full virtual clubs. It was reported as being approved on 22 July 2016. This was confirmed as incorrect, initially virtual clubs scheduled as second phase of implementation – however this was made TI policy on 22 March 2016 (first phase).

- S81 – Laurel Holterman raised the issue that the District 70 and District 90 Contestants will be completing in the semi-final of the WCPS at the same time. District 90 has made vigorous representation to change this, unsuccessfully. TI has agreed to give consideration in following years to Districts impacted by a split in previous year.

**Audit Report**

**Motion:** "That the 2015-2016 Mid-Year Audit Report as printed in the Agenda and Report be adopted".

Moved: Ian Lipski                      Seconded: Ron Marriott                      Motion carried.

No business arising.

**Finance Report 2015/2016**

**Motion:** "That the Finance Report as printed in the Agenda and Report book **plus supplement provided** be adopted".

Moved: Jan Vecchio                      Seconded: Laurel Holterman                      Motion carried.

Business arising.

- Alison Edwards referred to P20 of Agenda and Reports book, and expressed thanks on behalf of District to Program Quality Director and Public Relations Manager for not spending our money.

**District Officer Reports**

**DISTRICT DIRECTOR**

District 90 is currently #1 in Region 12 for Club Membership Growth; #14 in the world. We are #1 in the region for Distinguished Clubs and #38 in the world – at the time of the District Council meeting. One correction to District Director’s report – assistant should be Jan Coleman not Jan Vecchio.

**Motion:** "That the District Director’s report as printed in the Agenda and Report Book be adopted".

Moved: Bob Kirchner                      Seconded: Nidhi Shekaran                      Motion carried.

**PROGRAM QUALITY DIRECTOR**

**Motion:** "That the Program Quality Report as printed in the Agenda and Report Book be adopted".

Moved: Michael Said                      Seconded: Stephanie Dunn                      Motion carried.

**CLUB GROWTH DIRECTOR**

Club Growth Director amended her report – to confirm that fully virtual clubs were confirmed in TI policy on 22 March 2016. Charter papers were presented for Sandoz Toastmasters, Macquarie Park, Tamworth Regional Council, Tamworth; and Keynotes Speakers, Hornsby.

**Motion:** "That the amended Club Growth Report, as printed in the Agenda and Report Book, be adopted".

Moved: Shirley Childs                      Seconded: Les Saville                      Motion carried.

**PUBLIC RELATIONS**

**Motion:** "That the Public Relations Report as printed in the Agenda and Report Book, be adopted".

Moved: Justyn Phillips                      Seconded: Rob Doyle                      Motion carried.

**IMMEDIATE PAST DISTRICT GOVERNOR**

**Motion:** "That the IPDG Report as printed in the Agenda and Report Book, be adopted".

Moved: David Fisher                      Seconded: Allison Marriott                      Motion carried.

No business arising from Senior Management team reports.

## **DIVISION REPORTS**

### **EASTERN**

**Motion:** "That the Eastern Division Director's report as printed in the Agenda and Report book be adopted".

Moved: Chin-Hwi Ang

Seconded: Tom Wilde

Motion carried.

### **HAWKESBURY**

**Motion:** "That the Hawkesbury Division Director's report as printed in the Agenda and Report book be adopted".

Moved: Phil Reed

Seconded: Alfa Jones

Motion carried.

### **MACQUARIE**

**Motion:** "That the Macquarie Division Director's report as printed in the Agenda and Report book be adopted".

Moved: Les Saville

Seconded: Dianne Sammut

Motion carried.

### **NORTHERN**

**Motion:** "That the Northern Division Director's report as printed in the Agenda and Report book be adopted".

Moved: Ros Scoble

Seconded: Andrew McFarlane

Motion carried.

### **OXLEY**

**Motion:** "That the Oxley Division Director's report as printed in the Agenda and Report book be adopted".

Moved: Udo Moerig

Seconded: Susan Hereford-Ashley

Motion carried.

### **WESTERN**

**Motion:** "That the Western Division Director's report as printed in the Agenda and Report book be adopted".

Moved: Chris McLoon

Seconded: Mark Walker

Motion carried.

No business arising from any of the Division Directors reports.

### **NOMINATING COMMITTEE**

**Motion:** "That the Nominating Committee report as printed in the Agenda and Report book be adopted".

Moved: John Taylor

Seconded: Chin-Hwi Ang

Motion carried.

No business arising.

### **ELECTION of District Officers for 2016-2017**

- |                                |   |                        |
|--------------------------------|---|------------------------|
| • District Director            | One candidate Michael Said ACG CL   | Elected unopposed      |
| • Program Quality Director     | One candidate Shirley Childs ACG ALB  | Elected unopposed      |
| • Club Growth Director         | Two candidates:<br>Phil Reed DTM (95)<br>Udo Moerig DTM (92)<br>Informal votes (3)            | Phil Reed elected      |
| • Eastern Division Director    | Leesa Barnard DTM   | Elected unopposed      |
| • Hawkesbury Division Director | Two candidates:<br>Merinda Air ACB (33)<br>Melanie Cheong ACB ALB (154)<br>Informal votes (3) | Melanie Cheong elected |

- Macquarie Division Director      Two candidates:  
Gian Alarcon ACG ALB (50)  
Gerardine Rich DTM (138)      Gerardine Rich elected  
Informal votes (2)
- Northern Division Director      One candidate Jane Lally ACB ALB      Elected unopposed
- Oxley Division Director      One candidate Janet Coleman DTM      Elected unopposed
- Western Division Director      Two candidates:  
Dhammika Kalatunge ACB ALB (16)  
Chris McLoon CC ALB (173)      Chris McLoon elected  
Informal votes (2)

## Motions on Notice

### Motion 1: Adoption of Alignment of Clubs within Divisions and Areas

Amendment to report in Agenda and Reports book by Gary Wilson:

- Western Area 13 – DJAG club reinstated
- Northern Area 31 – Tamworth Regional Council chartered
- Macquarie Area 16 – Keynoters Speakers chartered
- Macquarie Area 25 – Neilson Sydney moved from Macquarie Area 3
- Macquarie Area 3 – Sandoz chartered

**Amendment:** "That Area 8, Area 22 and Area 27 in Hawkesbury Division revert to Area 8 and Area 22"

Moved: Phil Reed      Seconded: Lorraine Wood      Amendment carried.

**Motion:** "That the 2016-2017 Alignment of Clubs, as printed in the Agenda & Reports Book and as amended be adopted"

Moved: Gary Wilson      Seconded: Udo Moerig      Motion carried.

The District Director sought leave of the meeting to change Eastern Area 32 to Eastern Area 27 due to amendment above. Meeting agreed.

### Motion 2: Contests 1

**Motion:** "That from the 2016/2017 Toastmasters year, District 90 holds three contests each year, with the District finals for each contest held at the Annual Conference.

Moved: Alison Edwards      Seconded: Udo Moerig      Motion lost (on voices).

### Motion 3: Contests 2

**Motion:** "That, contingent to Motion 2 being carried, the three contests be the International Speech Contest (compulsory) and two of either Table Topics, Humorous Speech, Evaluation or Tall Tales, as determined by random draw held at the first District Executive Committee Meeting each year, with the results of the draw to be communicated to all members no later than the end of July each year."

Motion 2 above was lost, so Motion 3 no longer applicable.

### Motion 4: Conferences

**Motion:** "That, from the 2016/2017 Toastmasters year, District 90 holds one conference each year outside of Sydney, subject to viable and accepted bids".

Moved: Alison Edwards      Seconded: Alicia Curtis      Motion lost (on voices).

### Motion 5: Changeover Dinner

**Motion:** "That, from the 2016/2017 Toastmasters year, District 90 not hold a Changeover Dinner. The incoming District Officers will be inducted at the first District Executive Training each year".

Moved: Alison Edwards      Seconded: Jan Vecchio      Motion lost (on voices).



**Motion 6: Recognition**

**Motion:** "That, from the 2016/2017 Toastmasters year, District 90 presents the Area Director, Division Director and Toastmaster of the Year trophies, Public Relations Awards and all other awards/recognition for the Toastmasters year at the Semi Annual Conference immediately after that year".

It was agreed this motion would be deferred to be resubmitted at Semi Annual Conference on 5<sup>th</sup> November 2016 if required.

**General Business**

Due to District Council meeting running well over time, the District Director asked if there was any urgent general business. None was forthcoming.

**Announcements**

- Endorsed candidate for International Director David Fisher DTM was introduced.
- REP Chief Ambassador Jan Vecchio provided a brief update:
  - Content Pilot is completed.
  - Further testing to proceed later in 2016.
  - Alpha testing will be completed at World HQ.
  - Beta testing will be done by TRIO and Chief Ambassadors.
  - Program Pilot will be done by 3 Districts to be named in December 2016.
  - Phased roll-out – region by region.
  - It is estimated all Districts will be on-line by March 2018.
  - There is a 2-year transition period.
  - The end of the current program is March 2020.
  - Jan acknowledged Content Pilot Master in District 90 Tanya Wickham DTM.
- Club leadership training starts in June. Please consult the Calendar and the What's On Pages on the District Website for details as they are finalised.
- Leadership Challenges workshop on 14<sup>th</sup> May.
- Nambucca Toastmasters celebrates 20 years.
- Quirindi Toastmasters celebrates 30 years.
- The 2016 Toastmasters International Convention, will be held in Washington from 17th to 15th August.
- Thank you to:
  - District Publications Officer Leanne Kirchner CC ALB for producing the Agenda and Reports book for this meeting. In addition, please also thank our ever-vigilant proofreaders Jan Vecchio and Debbie Tibbles.
  - Admin Manager Debbie Tibbles for preparing all the printed material for this meeting.
  - Returning Officer Reg Stewart and his team.
  - Our timers.
  - District Audio Team Greg Holterman and Laurel Holterman.
  - District Photographer Suben Subenthiran.
- And you our District Council Members.

**Close**

Meeting closed at 4.20pm

Certified as a true and accurate record..... *R Kirchner*

## Correspondence Inwards 2015-2016

CORRESPONDENCE IN				
District 90 - Region 12 - Toastmasters International 2015 / 2016				
N°	Date	From	To	Details
R64	8/4/16	New Clubs (Toastmasters International)	CGD	Confirmation Keynoters changed on TI dashboard
R65	12/4/16	Districts (Toastmasters International)	CGD	Response re clarification On Line Clubs
R66	29/4/16	Districts (Toastmasters International)	PQD	Response re introducing / advertising candidates
R67	3/5/16	New Clubs (Toastmasters International)	CGD	Acknowledgement receipt Sandoz charter papers
R68	21/5/16	Districts (Toastmasters International)	PQD	Response re protocol flag parade
R69	26/5/16	New Clubs (Toastmasters International)	CGD	Confirm charter papers Tamworth Regional council
R70	2/6/16	New Clubs (Toastmasters International)	CGD	Response re CSC Macquarie Park ATO 2010
R71	3/6/16	(Toastmasters International)	CGD	Response re name change prospective clubs
R72	2/6/16	Club Coach (Toastmasters International)	CGD	Confirmation re club coach Professionals
R73	7/6/16	New Clubs (Toastmasters International)	CGD	Response re charter member payments
R74	7/6/16	New Clubs (Toastmasters International)	CGD	Response re clubs chartering from June
R75	9/6/16	Club Coach (Toastmasters International)	Phil Reed	Queries re email on club coach completion
R76	6/6/16	Brian Prior	DD	Netregistry / Domain name set up complete
R77	7/6/16	New Clubs (Toastmasters International)	CGD	Confirmation charter papers Keynoters
R78	10/6/16	Districts (Toastmasters International)	CGD	Response re reports on TI dashboard
R79	15/6/16	Accounts Payable TI	FM	Response regarding reimbursement of District postage from February
R80	15/6/16	Toastmasters International	PQD	Confirmation receipt Contest Winners D90

R81	17/6/16	Membership (Toastmasters International)	Melanie Cheong	Response re History DCP
R82	21/6/16	New Clubs (Toastmasters International)	Melanie Cheong	Response re education awards sponsor and mentors
R83	21/6/16	Educations Awards (Toastmasters International)	Melanie Cheong	Response re education awards sponsor and mentors
R84	25/6/16	Club Coach (Toastmasters International)	CGD	Email exchange re club coach Focus Advanced
R85	28/6/16	Districts (Toastmasters International)	PQD	Acknowledgement Head Shots D90 TRIO
R86	25/6/16	Dianne Sammutt	DD	Tom Ware - Long time in Toastmasters
R87	30/6/16	New Clubs (Toastmasters International)	CGD	Response re sponsors and mentors ACU
R88	29/6/16	Districts (Toastmasters International)	PQD	Response re CLT correction Singleton

## Correspondence Outwards 2015-2016

CORRESPONDENCE OUT				
District 90 - Region 12 - Toastmasters International 2015 / 2016				
N°	Date	To	From	Details
S83	8/4/16	New Clubs (Toastmasters International)	CGD	Keynoters TM - change to TI dashboard
S84	5/4/16	Districts (Toastmasters International)	CGD	Clarification "On Line" Clubs
S85	15/4/16	New Clubs (Toastmasters International)	HDD	ATO Eastwood Toastmasters
S86	20/4/16	Nambucca Valley TM	DD	Confirmation attendance at 25th Anniversary
S87	27/4/16	Membership (Toastmasters International)	PQD	Renewal issue GE Parramatta
S88	28/4/16	New Clubs (Toastmasters International)	CGD	Charter forms Sandoz Toastmasters
S89	29/4/16	Districts (Toastmasters International)	PQD	Introducing / Advertising Candidates
S90	10/5/16	Club Coach (Toastmasters International)	CGD	Removal of coach for Macquarie Uni
S91	2/5/16	Greg Wingrove (TI Finance Team)	FM	March quarter accounts
S92	10/5/16	Club Coach (Toastmasters International)	Chin-Hwi Ang	Confirmation of club coach removal Fast Track
S93	17/5/16	Districts (Toastmasters International)	PQD	2016-2017 District Leaders (SMT)
S94	18/5/16	Club Coach (Toastmasters International)	CGD	Confirmation of Club Coach DJAG
S95	19/5/16	Club Coach (Toastmasters International)	CGD	Confirmation of club coach resignation Transport TM Chatswood
S96	19/5/16	Districts (Toastmasters International)	PQD	Protocol regarding flag parade
S97	18/5/16	New Clubs (Toastmasters International)	CGD	Charter papers Tamworth Regional Council
S98	30/5/16	New Clubs (Toastmasters International)	CGD	CSC Macquarie Park - ATO 2010

S99	3/6/16	New Clubs (Toastmasters International)	CGD	Change of name prospective clubs
S100	31/5/16	Club Coach (Toastmasters International)	CGD	Club Coach Professionals
S101	3/6/16	New Clubs (Toastmasters International)	CGD	Clubs chartering from June
S102	2/6/16	New Clubs (Toastmasters International)	CGD	Charter member payments
S103	3/6/16	Membership (Toastmasters International)	Phil Reed	Completed Club Coaches
S104	5/6/16	New Clubs (Toastmasters International)	CGD	Charter papers Keynoters
S105	9/6/16	Districts (Toastmasters International)	CGD	Reports on TI dashboard
S106	9/6/16	Accounts Payable TI	FM	Reimbursement District postage
S107	10/6/16	Toastmasters International	FM	Withdrawal of funds from reserve account
S108	14/6/16	Toastmasters International	PQD	Contest Winners - D90
S109	14/6/16	Membership (Toastmasters International)	Melanie Cheong	Club History DCP
S110	17/6/16	Speech Contests (Toastmasters International)	PRM	Speech Contest FAQ
S111	16/6/16	Education / New Clubs	Melanie Cheong	Education awards sponsors and mentors
S112	20/6/16	Club Coach (Toastmasters International)	CGD	Club coach Focus Advanced
S113	23/6/16	Toastmasters International	PQD	Enquiry database for clubs
S114	24/6/16	Districts (Toastmasters International)	PQD	Head shots incoming D90 TRIO
S115	26/6/16	New Clubs (Toastmasters International)	CGD	Sponsors and Mentors ACU
S116	27/6/16	Districts (Toastmasters International)	PQD	Correction to CLT Singleton

## Correspondence Inwards 2016-2017

CORRESPONDENCE IN				
District 90 - Region 12 - Toastmasters International 2016 / 2017				
N°	Date	From	To	Details
R01	12/7/16	New Clubs (Toastmasters International)	CGD	Enhance TM - confirmation of charter
R02	7/7/16	Club Officers	DD	Response re club officer list anomaly D90
R03	9/7/16	Districts (Toastmasters International)	DD	Confirmation of 2016-2017 District 90 Officers
R04	12/7/16	Toastmasters International	FM	Confirmation D90 signature form
R05	5/7/16	Parramatta RSL	DD	Complimentary Room Hire Approval DEC
R06	12/7/16	Charlie Starrett	DD	Response re clarification on virtual clubs
R07	16/7/16	Districts (Toastmasters International)	CGD	2016-2017 Club Alignment
R08	21/7/16	Districts (Toastmasters International)	DD	Reply re validity of TM survey
R09	22/7/16	Districts (Toastmasters International)	DD	Reply re improving proxy report
R10	24/7/16	Districts (Toastmasters International)	DD	Reply re clarification of virtual clubs
R11	28/7/16	Club Coach (Toastmasters International)	CGD	Reply re club coach status award
R12	2/8/16	Club Coach (Toastmasters International)	CGD	Confirmation of Club Coach - Macquarie Uni
R13	18/8/16	Club Coach (Toastmasters International)	CGD	Confirmation of Club Coach extension - Southern Cross Uni
R14	1/9/16	Districts (Toastmasters International)	DD	nbn charter and alignment to H10
R15	2/9/16	Club Coach (Toastmasters International)	CGD	Confirmation of Club Coach extension - Lennox Lighting
R16	7/9/16	Districts (Toastmasters International)	DD	Reply re access to District Central for new Area Directors
R17	9/9/16	Speech Contests (Toastmasters International)	DD	Reply re speech contest questions
R18	9/9/16	Area 20 Director	DD	Forwarding letter from Inverell Breakfast re A Histrov email
R19	11/9/16	D73 Director	DD	Response re D90 appearing on Toastmasters NZ / AU / PNG site

R20	13/9/16	Speech Contests (Toastmasters International)	DD	Reply re clarification around unpaid members
R21	20/9/16	Districts (Toastmasters International)	CGD	Response from TI regarding D90 Beat The Clock
R22	23/9/16	Corporate Relations (Toastmasters International)	CGD	Response re Coca Cola
R23	23/9/16	New Clubs (Toastmasters International)	CGD	Discussion regarding extension of ATO for Sun Up Speakers
R24	23/9/16	Membership (Toastmasters International)	CGD	Response regarding virtual attendance at an existing club
R25	25/9/16	Mike Kano (D70 PRM)	PRM	Toastmasters Warehouse Wrap Up'
R26	29/9/16	New Clubs (Toastmasters International)	CGD	Response re dues for clubs chartering in September
R27	1/10/16	Districts (Toastmasters International)	CGD	Response re Find a Club / Quakers Hill
R28	1/10/16	New Clubs (Toastmasters International)	CGD	Response for CSC Macquarie Park charter papers
R29	1/10/16	New Clubs (Toastmasters International)	Alison Edwards	Confirmation regarding charter papers for Sun Up Speakers
R30	4/10/16	Toastmasters International	FM	Confirmation regarding requisition of funds
R31	22/8/16	Jane Lally	DD	Resignation as Northern Division Director
R32	4/10/16	Speech Contests (Toastmasters International)	DD	Response re contest question re timing devices
R33	17/9/16	Alison Edwards	DEC	Feedback in response to A Hristov email
R34	27/9/16	Chris McLoon	DD	Resignation of Allie Marriott A13 Director

## Correspondence Outwards 2016-2017

CORRESPONDENCE OUT				
District 90 - Region 12 - Toastmasters International 2016 / 2017				
N°	Date	To	From	Details
S001	9/7/16	New Clubs (Toastmasters International)	CGD	Enhance TM - addition forms charter papers
S002	1/7/16	Club Officers	DD	Club Officer Lists anomaly D90
S003	7/7/16	Districts (Toastmasters International)	DD	List of D90 Officers 2016-2017
S004	10/7/16	Toastmasters International	FM	District 90 Signature form
S005	5/7/16	Krista Greenwood	AM	Sympathy card - Denis Greenwood
S006	5/7/16	Greg Holterman	AM	Get Well Card
S007	12/7/16	Districts (Toastmasters International)	DD	Clarification of virtual clubs
S008	14/7/16	Sally Newell Cohen TI	DD	Clarification of virtual clubs - ACU
S009	12/7/16	Charlie Starrett	DD	Clarification of virtual clubs
S010	15/8/16	Priestley family	AM	Sympathy card - passing of Norman Priestley
S011	15/8/16	Nancye Eggins	AM	Sympathy card - passing of husband
S012	31/7/16	Greenwood family	AM	Sympathy card - passing of Krista Greenwood
S013	25/7/16	Margaret Donaghy	AM	Sympathy card - passing of sister
S014	25/7/16	Elizabeth Wilson	AM	Get Well Card
S015	15/7/16	Districts (Toastmasters International)	CGD	2016-2017 Alignment
S016	20/7/16	Districts (Toastmasters International)	DD	Validity of TM survey
S017	19/7/16	Proxy Info	DD	Improving Proxy Report
S018	11/7/16	Districts (Toastmasters International)	DD	Clarification on Virtual clubs
S019	25/7/16	Club Coach (Toastmasters International)	CGD	Club Coach Status Award
S020	28/7/16	Club Coach (Toastmasters International)	CGD	Macquarie Uni - Club Coach
S021	5/8/16	Greg Wingrove (TI Finance Team)	FM	Accrual template
S022	13/8/16	Districts (Toastmasters International)	AM	D90 Officer Release forms 2016-2017
S023	13/8/16	Districts (Toastmasters International)	DD	Appointment of A8 and A22 Directors
S024	15/8/16	Club Coach (Toastmasters International)	CGD	Southern Cross Uni - Club Coach extension
S025	1/9/16	Districts (Toastmasters International)	FM	Confirm receipt of D90 year end reports and audit documents



S026	30/8/16	Club Coach (Toastmasters International)	CGD	Lennox Lighting - Club Coach extension
S027	7/9/16	Districts (Toastmasters International)	DD	Appointment of A11 Director
S028	6/9/16	Districts (Toastmasters International)	DD	Query re access to District Central for new Area Directors
S029	31/8/16	Speech Contests (Toastmasters International)	DD	Speech contest questions
S030	7/9/16	D73 Director	DD	D90 appearing on Toastmasters NZ / AU / PNG site
S031	8/9/16	Speech Contests (Toastmasters International)	DD	Clarification re unpaid members
S032	14/9/16	Districts (Toastmasters International)	CGD	Beat the Clock
S033	17/9/16	Districts (Toastmasters International)	HDD	Club visit report bug
S034	19/9/16	Park Beach Bowls Club	LM	Appreciation for DEC 17/18 September
S035	14/9/16	Districts (Toastmasters International)	CGD	D90 / Beat the Clock - list of clubs who achieved
S036	21/9/16	Districts (Toastmasters International)	CGD	Enquiry re Coca Cola clubs in Region 12
S037	18/9/16	Districts (Toastmasters International)	CGD	Virtual attendance at existing clubs
S038	23/9/16	Amber Villa (Toastmasters International)	DD	International Presidents visit
S039	25/9/16	New Clubs (Toastmasters International)	CGD	Query re dues for clubs chartering in September
S040	29/9/16	Districts (Toastmasters International)	CGD	Find a Club - Quakers Hill
S041	1/10/16	New Clubs (Toastmasters International)	CGD	Charter papers for CSC Macquarie Park
S042	1/10/16	New Clubs (Toastmasters International)	Alison Edwards	Charter papers for Sun Up Speakers
S043	3/10/16	Club Coach (Toastmasters International)	CGD	Update to TI website, 3 club coach assignments completed
S044	3/10/16	Districts (Toastmasters International)	CGD	Ralph Smedley Award - list of clubs earned the award

S045	3/10/16	New Clubs (Toastmasters International)	CGD	Club Sponsor / Mentor - ACU
S046	30/9/16	Toastmasters International	FM	Requisition of Funds
S047	29/8/16	Jane Lally	DD	Response regarding resignation as Northern Division Director
S048	29/9/16	Speech Contests (Toastmasters International)	DD	Contest question re timing devices

# **REPORTS**

## **Audit Report**

In July 2016, the District 90 Audit Committee undertook the end-year audit of the District 90 financial records for the year ended 30 June 2016.

The documents accurately reflected income and expenses, and recording procedures are in line with the requirements specified by Toastmasters International. The financial activities of District 90 were well documented and organised. Supporting documentation for all transactions was made available.

Thank you to the Audit Committee members, Wendy Lipski DTM and Errol Byrnes CC for your support and commitment.

**Ian Lipski ACG ALB**  
**Audit Committee Chairman**

## Finance Report

District 90 has now completed its first year. The actual result for the year ended 30 June 2016 (\$1,060 deficit) closely aligns with the budgeted deficit of \$734. The income and expenditure of the district is recorded using a cloud-based accounting system called IntAcct.

The end-of-year audit was completed at the end of July 2016 with the audit of the records from January-June 2014 to meet the requirements of Toastmasters International. Thank you to **Ian Lipski** (Audit Committee Chair) and his team of Auditors, **Wendy Lipski** and **Errol Byrnes** for their commitment and professional approach in conducting the Audit.

Thank you to –

**Reg Stewart** (Contest Budgets Officer) for his work in managing the Contest Budget submissions, amendments and approvals process throughout the year.

**Gail Heggie** (Claims Officer) for her tireless work in checking claims, following through with approvals by the TRIO and maintaining a register to ensure that all claims are processed.

**Elizabeth Wilson** (Supplies Sales Officer) and **Gary Wilson** (Supplies Purchasing Office) for their valuable time operating Toastmasters Supplies Australia. TSA is an independent operation, the results of which do not form part of the District financial records.

**John Taylor** (Semi-Annual Conference Chair), **Alicia Denis and Sean Leise** (Annual Conference Co-Chairs) and **Tanya Wickham** (Changeover Dinner Chair) for carefully planning, organising and presenting district events which were collectively financially successful, yielding a \$2,378 surplus.

Attached to this report are the end of year financial accounts (with narratives), together with the proposed budget for the 2016-2017 year. Both the audited year-end accounts and the budget were lodged with WHQ to meet the requisite deadlines. If you require further detail of these reports, please ask. There are numerous pages supporting the accounts and I am happy to share the details.

Thank you for entrusting me with the responsibility of looking after the District finances. The income of the District comes from membership dues paid to WHQ and it is important that our funds are spent wisely for the benefit of our members and to fulfil the mission of the District.

**Jan Vecchio DTM**  
**Finance Manager**

# District 90 Year End Year Results 2015–2016

## District 90 Profit & Loss (Actual vs. Budget Summary) (in AUD)

Reporting Book: ACCRUAL  
 As of Date: 30/06/2016  
 Cost Center: District 90

	Month Ending			01/07/2015 Through		
	Actual	Budget	Variance	Actual	Budget	Variance
	30/06/2016			30/06/2016		
<b>District Revenue</b>						
Membership Revenue	3,297.36	2,471.00	826.36	72,045.31	66,881.00	5,164.31
Conference Revenue	2,172.36	0.00	2,172.36	58,026.50	75,515.00	(17,488.50)
Other Revenue	0.00	0.00	0.00	1,726.30	2,224.00	(497.70)
<b>Total District Revenue</b>	<b>5,469.72</b>	<b>2,471.00</b>	<b>2,998.72</b>	<b>131,798.11</b>	<b>144,620.00</b>	<b>(12,821.89)</b>
<b>District Expenses</b>						
Conference Expenses	4,307.27	0.00	4,307.27	56,089.36	70,285.00	(14,195.64)
Marketing Expense	1,833.40	225.00	1,608.40	7,176.22	5,640.00	1,536.22
Communications & PR Expenses	766.22	185.00	581.22	3,519.28	7,870.00	(4,350.72)
Education & Training Expense	5,073.88	2,656.00	2,417.88	13,948.53	13,549.00	399.53
Speech Contest Expenses	0.00	0.00	0.00	479.38	800.00	(320.62)
Administration Expenses	676.83	1,917.00	(1,240.17)	5,636.09	3,940.00	1,696.09
Travel Expense	13,952.39	4,430.00	9,522.39	43,723.03	43,270.00	453.03
Other Expenses	(236.05)	0.00	(236.05)	2,286.89	0.00	2,286.89
<b>Total District Expenses</b>	<b>26,373.94</b>	<b>9,413.00</b>	<b>16,960.94</b>	<b>132,858.78</b>	<b>145,354.00</b>	<b>(12,495.22)</b>
<b>Total Net Income</b>	<b>(20,904.22)</b>	<b>(6,942.00)</b>	<b>(13,962.22)</b>	<b>(1,060.67)</b>	<b>(734.00)</b>	<b>(326.67)</b>

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## District 90 Available Funds as at 30 June 2016

### District 90

#### Available Funds (in AUD)

Reporting Book: ACCRUAL  
 As of Date: 30/06/2016  
 Cost Center: District 90

Month Ending  
 30/06/2016

#### Available Funds

Cash & District Reserve	
Cash	
Cash - Commonwealth 8508	27,951.74
Cash - Commonwealth 8516	840.76
Total Cash	<u>28,792.50</u>
District Reserve	<u>92,467.66</u>
Total Cash & District Reserve	<u>121,260.16</u>
Minimum District Reserve Required at Year E	<u>(16,719.92)</u>
<b>Total Available Funds</b>	<b><u><u>104,540.24</u></u></b>

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# Narratives for 30 June, 2016, Accounts



TOASTMASTERS INTERNATIONAL

Narratives for  
**June**  
 2015-2016

DISTRICT

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

**Membership Revenue** **\$ 72,045.31**

June membership is ahead of budget by \$826 as a result of a concerted effort to meet the year end membership and club goals. D90 ended up ahead of budget goals for the year regarding membership by \$5,164. As D90 is in its first year, it is not possible to compare with the prior year. The result is pleasing.

**Conference Net Income/(Loss)** **\$ 1,937.14**

Income for June relates to late payers for the AC in April. The final payment of \$4,307 was paid to the venue in June. Overall, the conference net result is positive - \$1,937 against a budget is \$5,230. **An item for \$300 (meal expense) has been incorrectly included in expenses -the \$300 belongs to TSA (a separate entity). Refer email dated 12 February requesting correction.** The SAC resulted in a surplus of \$4,612; the AC recorded a deficit of \$2,028; and the CODa deficit of \$205. Other expenses in the conference account, not allocated include bank charges of \$94 and Registration program of \$47. \$1,050 was paid in advance as a deposit for the 2017 SAC. There were no unexpected expenses or revenue for the SAC or AC. PayPal charges to date are \$1,059.

**Fundraising Net Income/(Loss)** **\$ -**

There is no budget for fundraising.

**TLI Net Income/(Loss)** **\$ -**

There is no budget for TLI

**District Store Net Income/(Loss)** **\$ -**

Toastmasters Supplies Australia (TSA) is an independent entity and does not form part of the D90 budget. D90 does not hold any items for resale to members.

**Other Revenue** **\$ 1,726.30**

There was no miscellaneous income budgeted for June. Miscellaneous income includes GST refunds for Sept, Dec and Mar quarters. A duplicated refund of \$580 was received from the ATO in February. D90 owes the ATO \$580.



TOASTMASTERS INTERNATIONAL

Narratives for  
June  
2015-2016

DISTRICT 90

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

**Marketing** **\$ 7,176.22**

The focus for spending in June was recognition of clubs for special achievement \$200 and mailing of marketing material. Expenditure incurred in June related to recognition of members for years of service at the AC plus some promotional material \$120, banners for new clubs \$798 and storage of marketing brochures/flyers \$385. Overall expenditure in this portfolio is over budget by \$1,536. Even though expenditure has not been incurred as planned at the beginning of the year, expenditure has been directed towards achieving the district mission in building clubs and recognition of members who assist in this area. Expenditure for the year is largely What's In It For You brochures, new club banners, banner stands and timing lights, badges and pins and recognition given to members at the AC.

**Communications and Public Relations** **\$ 3,519.28**

The focus for June was ongoing website maintenance (\$85) and subscriptions (\$100). Expenditure was incurred on email hosting \$185, mailchimp \$581 covering the last 6 months. Overall expenditure in this portfolio is behind budget by \$4,351. The main reasons for this are no expenditure on White Pages \$450, Cinema advertising \$3,500 and subscriptions \$1,200. Expenditure for the year includes What's In It For You brochures (\$1,566) not budgetted), and website related expenditure (under budget by \$648).

**Education and Training** **\$ 13,948.53**

The focus for June was training of Area/Division Directors \$2,400 plus recognition for the Senior Officers at the COD \$256. Expenditure in June mainly includes training costs for district officers \$2,466 and expenditure on ribbons and pins, trophies badges and general recognition, some of which related to the AC in April and storage of publications to assist clubs achieving DCP. CLT sessions commenced in June and will continue to the end of August. The budget overspend for the year is \$400. There have been unders and overs in various areas of expenditure within the PQD portfolio, but they have largely balanced out at 30 June 2016. Room rental expense for CLT has significantly under budget (thanks to leaders being able to find free venues), awards expenses are under budget by \$340 but the cost of registration of the District Management Committee plus other members for both conferences was high than budget (\$1,820) mainly because the cost to attend the AC was higher than the original conference budget.

**Speech contests** **\$ 479.38**

There was no budget for spending in June. The portfolio underspend for the year \$320. This mainly relates to host clubs not having to claim for shortfalls relating to hosting of Area/Division contests (the budget allowed \$400).

**Administration** **\$ 5,636.09**

Planned expenditure for June was normal running costs -postage, printing etc. plus business cards for the new TRIO \$300, insurance \$400 and badges for the new team of \$1,032. June expenditure includes \$448 on badges, \$183 for stationery/office expenses, \$329 for photocopying, \$160 for mailing the District newsletter, depreciation of \$170, miscellaneous bank charges, insurance \$400 and voting slips \$132 (relating to the AC) - all of which has been offset by the credit received from TI for NMKS \$1,189. This amount should be a credit in other expenses where the original expense has been debited. The portfolio is showing an overspend of \$1,696 which is the combination of a number of over and under expenditure -badges/pins under by \$527, room rental for district meetings under by \$300, audio and visual over by \$475, postage over by \$368, equipment purchases of \$1,021 unbudgeted, depreciation of \$2,037 unbudgeted.

**Travel** **\$ 43,723.03**

The main focus for June was to reimburse for travel relating to Area/Division Director training and attendance at the COD. The claims in June go back as far as August 2015 with officers holding back on making claims until the last minute, thereby distorting the monthly results for the year. As expected, expenditure has come close to balancing against budget at the end of June, with an overall overspend in this portfolio of \$453. **An item of \$260 (lodging) has been incorrectly included in expenses - the \$260 related to TSA (a separate entity). Refer email dated 12 February requesting correction.**

**Other Expenses** **\$ 2,286.89**





TOASTMASTERS INTERNATIONAL

Narratives for

June

2015-2016

DISTRICT

90

In the following white cells, include a brief narrative (description/explanation) of the monthly income, revenues and expenses associated with each category of the Treasurer's Report. Explain if the monthly activities aligned or did not align with the district budget and the District Success Plan. A separate sheet may be used. For each of the four Quarter Reports, **all sections of this narrative page must be completed in order for the report to be accepted by World Headquarters.** The questions in the boxes are to help you formulate narratives. Delete the questions, and replace them with your narratives.

No expenditure was budgeted or incurred for June. \$236 owing by TI for NMK postage has been taken up as a debtor in June - hence the negative figure in the monthly column. **An item of \$1,098 (TSA postage) has been incorrectly included in expenses - this relates to TSA (a separate entity). Refer email date 12 February requesting correction.** Other expenditure in this portfolio relates to NMK postage of \$1,189. This amount has been reimbursed and the credit is in Administration expenses 6020/900

# District 90 Budget 2016-2017

District #: **90**  
 Budget Currency: **AUD**  
 Fiscal Year: **2016-2017**

	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Total
Membership revenue	214	1,421	21,982	7,239	3,002	747	520	1,096	23,666	8,883	3,232	3,626	75,628
Conference revenue	-	-	-	-	23,950	-	-	-	-	32,000	-	-	55,950
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	(1,648)	-	-	(925)	-	-	-	(380)	-	-	(551)	-	(3,504)
<b>Total revenue</b>	<b>(1,434)</b>	<b>1,421</b>	<b>21,982</b>	<b>6,314</b>	<b>26,952</b>	<b>747</b>	<b>520</b>	<b>716</b>	<b>23,666</b>	<b>40,883</b>	<b>2,681</b>	<b>3,626</b>	<b>128,074</b>
Conference expense	-	-	-	-	22,380	-	-	-	-	31,700	-	-	54,080
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	340	365	828	615	415	365	365	365	365	365	415	365	5,168
Communications & public relations expense	310	310	2,860	310	310	1,410	610	310	2,110	310	310	1,910	11,070
Education & training expense	1,355	70	184	340	3,310	70	870	70	190	2,411	4,390	2,541	15,801
Speech contest expense	500	-	200	150	-	-	500	-	200	150	-	-	1,700
Administration expense	1,215	245	445	245	395	295	395	565	245	595	395	2,127	7,162
Travel expense	3,230	5,470	3,410	870	2,680	560	3,850	1,450	250	7,070	3,380	2,810	35,030
Other expense	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expense</b>	<b>6,950</b>	<b>6,460</b>	<b>7,927</b>	<b>2,530</b>	<b>29,490</b>	<b>2,700</b>	<b>6,590</b>	<b>2,760</b>	<b>3,360</b>	<b>42,601</b>	<b>8,890</b>	<b>9,753</b>	<b>130,011</b>
<b>District net income/(loss)</b>	<b>(8,384)</b>	<b>(5,039)</b>	<b>14,055</b>	<b>3,784</b>	<b>(2,538)</b>	<b>(1,953)</b>	<b>(6,070)</b>	<b>(2,044)</b>	<b>20,306</b>	<b>(1,718)</b>	<b>(6,209)</b>	<b>(6,127)</b>	<b>(1,937)</b>

	Total	Budget	%	Policy Max
Conference expense	54,080	-	-	-
Fundraising expense	-	-	-	-
District store expense	5,168	59,248	45.6%	Unlimited
Marketing expense	-	-	-	-
TLI expense	15,801	-	-	-
Education & training expense	15,801	-	-	-
Communications & public relations expense	11,070	-	-	-
Speech contest expense	1,700	-	-	-
Administration expense	7,162	-	-	-
Travel expense	35,030	-	-	-
Other expense	54,962	-	-	-
<b>Total Expenses</b>	<b>130,011</b>	<b>130,011</b>	<b>100.0%</b>	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2016: **144,738.00**

Retention amount needed on June 30, 2017\*: **18908**

Remaining funds at Year-end (estimated)\*\*: **123,893.00**

\*This amount is provided by World Headquarters in an email.

\*\*The goal is to budget the Remaining funds at Year-end to be as close to zero as possible without creating a loss. This amount should not be negative.

We, the undersigned, certify that this budget and narrative cover estimated receipts and expenditures for the district year. This budget directs the financial resources entrusted to the district toward achieving the district mission and will be presented to the district council for approval at its next meeting.

*Michael Seed* Date: **28/9/16**  
 District Director

*Anthony Chubb* Date: **28.9.16**  
 Program Quality Director

*[Signature]* Date: **28/9/16**  
 Club Growth Director

*[Signature]* Date: **30/9/16**  
 Finance Manager

# Budget Narratives 2016-2017



**TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2016-2017**

**DISTRICT 90**

Following is a brief description/explanation of the estimated income and estimated expenses based on the goals outlined in the district success plan. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.** There are example questions to answer in each box. These can be deleted and replaced by your answers.

(Numbers are pulled from Summary tab)

**Budgeted**

**Membership Revenue**

**75,628**

District 90 is aiming to achieve Distinguished status with membership growth and club growth of 3%. D90 was Distinguished last year and will follow the same plan to be distinguished this year. Training will be provided to members re marketing and membership building within clubs, membership retention will be rewarded and a team is in place with a plan to build at least one club per month.

**Conference Net Income/(Loss)**

**1,870**

The SAC is planned for the first weekend in November at a venue Gosford. The total registration per person is \$180 - this is broken down into single events to suit those who do not want to attend the full conference. 80 full packages are expected with at least another 70 to attend the Gala Dinner/HS Contest. The total catering cost for attendees with the full package is \$159.50. The overall budgetted surplus for the SAC is \$1570. A preliminary budget is in place for the AC, showing an overall surplus. At this point of time, the Contest Chairman and the venue are not known. The AC will be held on the 4th weekend in April, most likely at a venue in the Sydney metropolitan area.

**Fundraising Net Income/(Loss)**

-

No fundraising planned.

**TLI Net Income/(Loss)**

-

No TLI events planned.

**District Store Net Income/(Loss)**

-

D90 does not have a District store. There is no need for a store when an independent entity (Toasters Supplies Australia) operates locally. At times the DD will make purchases direct from WHQ, with costs charged to the Reserve Account.

**Other Revenue**

**(3,504)**

Other revenue is GST refunds from the Australian Taxation Office. BAS returns will be lodged quarterly. The Main account is the only account registered for GST.



Following is a brief description/explanation of the estimated income and estimated expenses based on the goals outlined in the district success plan. The white rows are not password protected. Users may adjust the white area as necessary by adjusting the row height. Alternatively, a separate sheet may be used. **Each section of this narrative page must be completed in order for this report to be considered complete and counted as received by WHQ.** There are example questions to answer in each box. These can be deleted and replaced by your answers.

(Numbers are pulled from Summary tab)

**Budgeted**

**Marketing**

**5,168**

The primary focus is to achieve the goals for membership growth and new clubs. Sponsors and mentors of new clubs will be presented with pins with special recognition given to club mentors who stay with the club for at least 12 months. Ribbons will be presented to 10 clubs with the highest retention (new this year). 2 seminars are proposed for Sponsors/Mentors and Coaches. Incentives will be given to new clubs - banners/stands/banner bags, timing lights, framed charter certificate. Speechcraft officers are established for each division to encourage and advise clubs on how to conduct speechcraft courses.

**Communications and Public Relations**

**11,070**

It is proposed to purchase promotional banners for each Division (new this year) with printing of promotional material for use across the district. Awards will be given as an incentive to encourage clubs to promote Toastmasters. Educational presentations on CPR are planned to assist clubs with promotion (new this year). The usual expenses of website maintenance, hosting, mailchimp, mailing of promotional material, MeetUp subscription, telephone enquiry line form part of the budget.

**Education and Training**

**15,801**

The main focus is to maximize the number of Distinguished clubs and to have every club with at least 20 members at 30 June (new focus). Triple Diamond pins will continue with ADs rewarded for clubs in their area training no less than 5 officers at each round of CLT. Clubs will be rewarded by going into the draw with 5 clubs presented with a set of CEC pins. Provision has been made for 2 rounds of CLT and AD/Division Director training at the end of June. The largest cost in this portfolio is the conference registration fee for officers including and above the rank of Division Director. The Administration Awards will continue for clubs achieving goals 9 and 10 in the DCP. Webinars to be utilized as a means of training.

**Speech contests**

**1,700**

The HS and TT contests will be held at the SAC and the IS and Evaluation contests held at the AC. Apart from Area and Division Contests, there are no special contest events other than the District finals. Both Area and Division contests are budgetted to break even, although provision has been made in the event to cover any deficits. 2 Judging Workshops are planned to improve the quality of judging at all levels of the contests (new this year).

**Administration**

**7,162**

The expenditure in this portfolio is much the same as last year with planned expenditure on officer badges, general supplies, bank charges, DEC meetings (5), photocopier rental, postage (cards, Agenda & Report Book, documents to WHQ), depreciation, insurance and storage of promotional material.

**Travel**

**35,030**

Travel remains a challenge for D90 - a large geographical area. Car-pooling and shared accommodation is encouraged where possible. With 2 of 5 DEC meetings planned more than 600 kilometres from Sydney, many ADs will be claiming travel and accommodation for 1, maybe 2 nights. And with 3 of the 4 DEC meetings in the Sydney area, regional ADs and Division Directors will be incurring airfares and accommodation. Despite this, we are hoping to keep the expenditure contained within the budget parameters. Travel allowance has been reduced to 20c/km over 100 km and accommodation is limited to \$120 per night. The TRIO have been limited to \$1,400 for accommodation in August and \$800 in January for training.

**Other Expenses**

-

There are no other expenses anticipated. Postage for New Member Kits (when incurred) is shown in this category, but netted off against full reimbursement by WHQ.

## District Director's Report

Welcome to the Semi Annual Conference at Gosford. I would like to acknowledge the SAC Chairman, Tanya Wickham and her team for putting on this event. The SAC Committee has left no stone unturned to make this a wonderful event. Thank you for your efforts.

### 2016 International Convention

The Trio interviewed the 26 candidates for elected positions. This was very enlightening, yet exhausting at the same time. By the end of the day, we were clear as to who were the best candidates; they were the people who had a great appreciation for the specific issues of particular Districts and the organisation as a whole.

Special thanks to Linda Said who scheduled all the interviews for both Districts 90 and 70. This was an onerous task as the number of candidates grew.

Some highlights of the Convention were:

- Seeing Chris Davitt compete in his semi-final. Although Chris was unplaced, he had the opportunity to work with past World Champion Lance Miller and delivered the best version of his speech.
- David Griffiths, representing D70 (and a member of D90) being placed 3<sup>rd</sup> in his semi-final.
- Carrying the Maltese flag (the country of my heritage) at the Opening Ceremony.
- Watching the World Championship of Public Speaking. This was one of the better and more open contests seen for years. The winner was Darren Tay Wen Jie from Singapore.
- Seeing Past District 70 Governor David Fisher elected to the position of International Director for Region 12. David is the fourth International Director to come from NSW.
- Being present at the Business session which ran for a marathon 6 hours. This was mainly due to technology issues. In the end, all the business was conducted.
- The inauguration of Mike Storkey (from Queensland) as International President.
- D90 being the only District in the world to receive 100% of their proxies to vote at the business meeting.

### Board of Directors Briefing

At each Convention, there is a Board of Directors Briefing where details are presented detailing the work completed by the Board Committees. There were 3 significant announcements:

- From 2018 there will be no requirement for SACs/mid-year District Council meetings.
- Each region will hold International Speech quarter finals within their respective districts.
- The Motion on Notice to move TI world headquarters to Denver.

### Distinguished District Recognition

Special mention must be made of a particular set of circumstances that allowed for an amazing event when D90 was recognised for being a Distinguished District at the Hall of Fame. The process at the Hall of Fame is that Trios of the Distinguished Districts are introduced on stage and then the members of that particular District come on stage for recognition of the achievement. The order in which Districts are introduced is determined by the percent of Distinguished clubs that District have. As it turned out, D70 had 52.9% of clubs distinguished and D90 had 52.4%. Hence, D90 followed directly behind D70.

As most of the D90 members are members of D70, we all went on stage for D70's presentation. When D90's turn came, instead of D70 people leaving the stage (as instructed by the officials), they just moved to the back of the stage, allowing the D90 Trio (Bob, Shirley and me) to come to the front. The remaining group then came up behind as support. It was a great way for both Districts to recognise and acknowledge their support for each other. This was a surreal moment for those who were there and the icing on the cake of a great reformation.

## **Communication from Toastmaster Alexander Hristov (D59)**

All clubs received an unsanctioned email from Alexander Hristov (Spain) giving his opinion as to areas of concern for our organisation. The timing of this email, just before the Convention and the dues renewal period, could not have been more destabilising. The issues raised focussed on the CEO's remuneration, the balance of the Reserve Account and other issues. This communication has been a huge distraction from what we all should be focusing on, building a stronger organisation.

Having been to 11 International Conventions and having been involved with interviewing candidates for many years, I am confident that those elected to the Board of Directors have the best interests of the organisation at heart. We elect a board to set the policy for the organisation to be governed by. It cannot be run by 330,000 individuals. The Board has agreed to pay the CEO at open market rates and has decided it makes commercial sense to have a Reserve Account.

If you disagree with a decision made by TI, the appropriate way to voice your concerns is either via your District leaders, the Region Adviser, the Region Director or by writing to TI directly. If you feel strongly on any issues, you can stand for International Director.

As a Trio, we have discussed the issues raised in the communication from Alexander. There are some items that we as a Trio feel need further attention. These include reduced fees for membership in multiple clubs, reduced fees for receiving the Toastmaster magazine on line and most importantly, making Toastmasters more readily available in developing countries. We intend to write to TI on these matters.

## **Current Business Activities**

- At the time of going to press, most Area Directors have submitted their budgets. Budgets must be submitted for all Area Contests. We are aiming for 100%.
- 31 clubs had all 7 executive officers trained in the first round. This is an outstanding result.
- Area Director Club Visits are well underway. Club visits must be completed by 31 October and lodged by 30 November.
- The District Directory has been completed and circulated. Thank you to Gary Wilson with the assistance of Debbie Tibbles in having this valuable publication completed.

## **Facebook**

There has been a trend for the D90 Facebook site to be used to post articles that do not fit in with our core values. The D90 Facebook site should be used solely for the promotion of events, recognition of achievement, seeking information and being a positive face to our membership. Facebook is not the appropriate forum to discuss negative issues. Such matters can be raised with the District leadership team for discussion and action.

As the District Director, it is so clear that the District flourishes from the hard work of many people at the grass roots club level. Thank you for your time, effort, expertise and determination in making our organisation the great organisation that it is. I specifically want to thank the DEC members and the staff officers for their contribution beyond what is expected.

**Michael Said DTM**  
**District Director**

## **Program Quality Director's Report**

With much excitement we ended 2015/2016 by achieving the status of Distinguished District. This was no mean feat, taking into consideration that District 90 is a new district. This achievement is the result of the collective effort and dedication of all the members of our District. My heartfelt thanks and congratulations to all of you who believed in our mission - to give more people the opportunity to gain the benefits of Toastmasters membership, to uphold our Toastmasters Promise and uphold the core values of Toastmasters International.

I am taking this opportunity to thank all Club Growth Team staff officers, the District Management Team, the District Executive Committee, the Sound Team, the District Photographer and all toastmasters for your contribution to a very successful 2015/2016. A special thanks to those who believed in me, those who were empathetic and patient with me and my mentors, who guided me through the year.

2016/2017 began with much enthusiasm in my new role as Program Quality Director. Once again my heartfelt thanks to you, the members, for having faith and trust in me.

My commitment to you is to ensure that you receive the education and training you require to:

- Establish a culture of commitment to high standards and the success of all members.
- Create a suitable climate for learning which is enjoyable, welcoming, with no blame and is solution oriented.
- Build a sense of community, which includes respect for every member, efforts to collaborate with each other, involve and engage all members.
- Cultivate leadership in others by encouraging the development of leadership across the organisation.

### **Gavel Clubs and Youth Leadership**

This year Gavel Clubs and Youth Leadership are receiving more focus and attention. There are at least eight known Youth Leadership Courses currently being conducted in schools and for Swimming NSW.

In District 90, there is one established Gavel Club and a new Gavel Club. Barry Mason, who works quietly in the background, is the Youth Leadership/Gavel Club Coordinator. Barry has been helping an up and coming youth leader, Paolo Newell, set up a Gavel Club at Mullumbimby High in the Northern Rivers area. This is a stellar accomplishment for an 18-year old who is a new toastmaster and who has a vision of helping his schoolmates to be better speakers and leaders. Paolo is the sort of youth we should nurture to help him reach his potential.

Congratulations to all those involved and for your efforts to help the youths in our District benefit from our program.

### **Training and Workshops**

My thanks to Gill Walker, TLI Chair and her team for their contribution to the development of the training programs which were used in the training of our trainers and club leaders. Thanks also to everyone who was involved in the training, including the Division Directors who took up my challenge to ensure that the maximum number of club officers were trained.

At the end August 2016, we had 33 clubs with all 7 club officers trained and 112 clubs with at least 4 club officers trained. The importance of training cannot be underestimated as it will help club officers be more successful in their roles and ensure the development of members and clubs.

Since the commencement of the Toastmasters year, we have held training on Sponsors, Mentors and Coaches (SMaC), Crafting Speeches and Growing Your Clubs.

We were also very fortunate to be able to call upon trainers who were not members of our district and who were willing to help in our development. I thank and acknowledge Joseph Boutros who was very generous with his time and conducted invaluable workshops of value to members and clubs.

## **Pathways**

The long awaited Pathways Program (formerly the Revitalized Education Program) will be put to the test in January 2017 with three districts for an estimated 3-month period. Depending on its success, Region 12 (which includes District 90) is scheduled for Roll-Out 5, which could be as early as July 2017.

To help with the introduction of the program, Pathway Guides will be recruited and trained for the role. These guides will assist at least six clubs with the program. The role of Pathways Guide will be credited towards a district leadership award. The transition period to complete the current educational program will be 2 years after the last District comes on board with Pathways. Current members may commence Pathways while continuing with the current program.

For those who wish to know more, there is information in the July issue of the Toastmasters magazine on pages 12-17 and on the Toastmasters International website. More information and training will be available at least three months before the Pathways is implemented.

Jan Vecchio, our Chief Ambassador and her Pathways Ambassadors have done a tremendous job of disseminating information. As they complete their roles, I extend my thanks to Jan and her team.

## **Contests and Conferences**

At the Board of Directors Briefing, at the recent International Convention, First Vice President, Balraj Arunalasalam, announced that quarter finals for the International Speech Contest will be held at regional level and that judges will review video-taped speeches. It is anticipated this will be implemented in 2018. One finalist from each region will advance to the Semi-Finals of the World Championship of Public Speaking.

In addition, Balraj announced that the Board believed that the primary focus of district leaders should be on building relationships and promoting club growth (not on planning and organising conferences). Hence, for all districts, the October/November conferences will be discontinued in 2018. District leaders will then be able to refocus their efforts on leadership and education through Toastmasters Leadership Institutes or other learning opportunities.

The new initiatives and member-focused training combined with the commitment of all our members, will allow our district to be successful, to grow more leaders and to transform lives, enabling more people to gain from the benefits from Toastmasters membership. I am very proud and honoured to be part of this great organisation.

## **Shirley Childs DTM Program Quality Director**



## Club Growth Director's Report

30 September, one quarter of the way through the year, was a good time to review progress of the Club Growth team.

Goals set for District 90 to be Distinguished for the 2016/17 year include -

1. Paid clubs: net growth of 3%
2. Membership payments: net growth of 3%

At 30 September -

1. Clubs -
  - a. D90 commenced the year with 149 clubs. At 30 September we had one new club, **nbn Toastmasters Club**, to make 150 clubs.
  - b. Confirmation of charter for **CSC** and **Sun Up Speakers** is pending.
  - c. Two clubs are in formation - **Eastwood** and **Voice of Mosman**.
2. Membership Payments -
  - a. The majority of clubs paid their October Dues Renewals on or before 30 September. I thank those clubs.
  - b. I ask all clubs to invite non-financial members to continue their membership by paying the October dues.

### Update: Club Growth Teams

#### 1. Club Support

To date the team has already advised a number of clubs on issues relating to membership growth and when invited will attend Area Council meetings to discuss membership strategies with representatives from the clubs. -

There is a program in place to contact clubs to offer assistance.

#### 2. Sponsor, Mentor and Coach

##### Coach

At 2 October, 8 clubs had coaches. Each club is taking steps to rebuild in conjunction with the coach. Coaches are regularly contacted for an update on progress toward their goals and to offer assistance.

Clubs with 12 members or less have been contacted to extend the offer of a club coach to assist them with membership growth. Coaches will be appointed at the request of these clubs.

##### Sponsor, Mentor

All clubs which have lodged an Application to Organise or have recently chartered have Sponsors and Mentors. The team works with each Sponsor and Mentor to offer assistance and guidance if needed.

#### 3. Speechcraft

If your club is interested in running a Speechcraft Course, please contact the Speechcraft Co-ordinator, who can guide you to materials published by Toastmasters International and our locally produced materials available from Toastmasters Supplies Australia. The tools exist for each club to have a successful course.

#### **4. New Clubs**

Currently, the team is available for new club opportunities. A demonstration team is ready, willing and able to assist.

#### **Club Growth Teams**

For more information on the above, please contact the Club Growth Director or a Club Growth Team Leader.

<b>Team</b>	<b>Leader</b>	<b>Telephone</b>	<b>Email</b>
Club Support	Mark Ransom DTM	0419 767 250	clubsupport@d90toastmasters.org.au
Sponsor Mentor and Coach	Scott Johnston ACS, ALB	0418 283 810	coach@d90toastmasters.org.au
Speechcraft	Pauline Gilchrist DTM	0404 665 413	speechcraft@d90toastmasters.org.au
New Club	Dianne Sammut DTM	0409 605 055	newclubs@d90toastmasters.org.au

#### **Membership Building Programs**

A proven method to keep membership numbers high in a club is to hold 4 membership drives each year. Key times for a membership drive include the beginning of the financial year and the new year. Information can be provided to assist.

I thank each leader for the time and effort they contribute for the ongoing success of District 90.

**Phil Reed DTM**  
**Club Growth Director**

## Public Relations Manager's Report

Establishing a Communication and Public Relations model in a relatively new district (17 months old) is challenging. This is exacerbated by the large size of District 90 and the differing needs of regional areas as compared with metropolitan regions.

One of my major challenges has been determining our 'shared responsibilities' with District 70 in relation to websites, storage, printing, Meetup etc. which were set up when District 90 formed in July 2015. Hopefully this will be finalised very shortly.

### Communication

My communication responsibilities deal with such areas as websites, Facebook, Meetup etc.

Currently District 90 has its own website (members only) and a closed Facebook page.

There is also a joint website for NSW in conjunction with District 70: <http://jointoastmasters.org.au/> This site has a few bugs which will be resolved soon. Feel free to visit the website and let me know if you find any 'bugs'.

Meetup is currently available for clubs in Sydney and Newcastle. If you want to use this medium to advertise your club meetings, please use the following link:

<http://confluence.d70toastmasters.org.au/pages/viewpage.action?pageId=4293050>

District 90 is looking into the possibility of extending Meetup to other regions in NSW. To be viable, there needs to be at least 6 clubs willing to use this service. Check with the clubs in your area to see if it is worth looking at setting up such a group and let me know.

Districts 90 and 70 are in the process of establishing a joint social media policy to give guidelines to all members on how to use this medium of communication.

### Public Relations

There are a number of PR proposals currently being considered:

- 'Bridge' Banners - lightweight banners suitable for hanging on bridges or other structures advertising Toastmasters.
- 'Service Club' signs - seen at town entries - need to determine who and how to approach for permission.
- Printing of drink coasters - to be given to members to distribute to local clubs and hotels.
- Reviewing (and possibly re-printing) various promotional booklets – necessitated by the recent fee increase and the imminent introduction of the Pathways Program by middle to late next year.

### PR Awards

District 90 has a number of PR Awards. Please open the following links on the District 90 website:

<http://www.d90toastmasters.org.au/pr/D90PRCompetitionAndEntryForm.pdf>

<http://www.d90toastmasters.org.au/pr/D90PRGuidelines.pdf>

All clubs are encouraged to submit details of their PR campaigns for consideration.

## **District Executive Committee (DEC)**

In addition, my role is to work closely with the District Executive Committee (Area Directors upwards), to ensure communication between the DEC and the members of the district (i.e. you) is as smooth and open as possible. If you are experiencing any problems in this area, please talk to your Area Director or contact me for advice or guidance.

The Senior Management Committee is preparing a USB for distribution to Area and Division Directors. The purpose of the USB is to consolidate information that is currently in diverse locations and difficult to find. This will make communication between District 90 and its members much easier and quicker.

## **Brand Stewardship**

One of my main responsibilities is Brand Stewardship - ensuring the Toastmasters brand/logo etc. is used in accordance with Toastmasters International guidelines.

To give you some idea as to what is 'approved usage', visit the TI Brand Portal:  
<https://www.toastmasters.org/~media/A107552E24D443A78451E8730B729CA6.ashx>

Toastmasters International guards its brand jealously and will take steps to ensure it is used properly.

Please be mindful of this when you prepare any form of communication/flyer/brochure, on behalf of your club and thus, Toastmasters International.

Feel free to contact me directly if you experience any challenges or have any suggestions in the communication or public relations area.

**Udo Moerig DTM**  
**Public Relations Manager**

## **Immediate Past District Director's Report**

Now well into our second year, District 90 can look back to a very successful 2015-2016. Although it was touch and go for a while, the establishment of two new clubs – **Enhance Toastmasters** and **Trainers On Track** – in the final days of June saw District 90 achieve Distinguished in our very first year.

Enhance (in Western Division) and TOT (in Northern) joined **Australian Catholic University** (Hawkesbury), **In Focus** (Oxley), **Keynoters Advanced** (Hawkesbury), **Rouse Hill** (Macquarie), **Sandoz Toastmasters** (Macquarie) and **Toastmasters@TRC** (Northern) to bring the number of clubs in District 90 to just one club shy of 150.

In addition to this, our District membership grew during the year and 78 clubs (more than half of our total) achieved Distinguished or better.

Our District Mission is to build new clubs and support all clubs in achieving excellence. Our recognition as a Distinguished District is recognition of the huge amount of effort put in by Club and District leaders and members throughout the District as they achieved their own personal goals.

I want to acknowledge this work and pay tribute to the achievement ... as the very essence that makes Toastmasters the great organisation it is.

Well done, everyone!

As this year progresses, it is wonderful to see all the great work continuing from the solid base we built in our first year as a Toastmasters District. It is even better to see many things develop further and improve from where we started by the great team of District leaders we have for 2016-2017.

The advantage of a role like Immediate Past District Director, much like Immediate Past Club President, is that you can look at things from a broader perspective not necessarily involved in the day to day activities that keep a Toastmasters District moving.

That is the reason several of the important roles I have are not so day-to-day specific and have a wider reach, including Nominating Committee Chairman and Chairman of the Past District Governors/Directors Committee.

Plans are in hand for the establishment of the Nominating Committee to undertake the important task of finding candidates for District leadership positions from July 1 next year.

In regards to the Past District Governors/Directors Committee, we will soon be looking at forward planning for District 90, including options of how we may progress in relation to the significant changes happening in Toastmasters.

I look forward with you all to continuing success in District 90.

**Bob Kirchner OAM DTM**  
**Immediate Past District Director**

## **Eastern Division Director's Report**

It has been a very interesting beginning to our 2016 – 2017 year in the Eastern Division. We have achieved so much and this is thanks to the wonderful group of Area Directors and every single club that makes up the Eastern Division.

I extend my heartfelt thanks to Area Directors Tanya Wickham, Pieta Beggs, John Quinn, Carol Williams and Bruce Lorking, for their efforts this year. I would also like to thank Area 12 Director Roger Skinner for the work and commitment to Eastern Division before resigning as Area Director. Each and every one of you have contributed to our success. Challenges however make us grow.

All clubs within the Eastern Division are working towards their individual Distinguished Club goals and I am pleased to report every club will achieve at least 2 educational awards this year. We are still a little short on training all our officers but I know that we will achieve 7 trained all around in the next session of training. Even though we did not meet all the training goals, the clubs in Eastern Division are working towards more people embracing the new training program.

We have had a couple of small challenges however as a group, we can and will achieve what we need as a Division.

Congratulations to every member of the Eastern Division. We are looking forward to a productive and positive remaining year.

**Leesa Barnard DTM**  
**Eastern Division Director**

## **Hawkesbury Division Director's Report**

Our key focus this year is on leadership development and our District Director's goals. There has been a 200% increase in Area leadership appointments since the last District Council meeting. Most of the 8 under-strength clubs are actively working on reaching 20 members. Many have been offered a coach/club support – not all have accepted.

Thanks to our Area Directors - John Capito CC ALB (Area 6), Gary Melikian ACB CL (Area 8), Tony Palechek ACG ALB (Area 10), Geoff Pullen CC (Area 19) and Don Turton ACS CL (Area 22) for successfully and conscientiously serving their Areas. A special acknowledgement to our superb support team of Gian Alarcon ACS ALB, Pauline Gilchrist DTM, Phil Reed DTM, Debbie Tibbles DTM, Jan Vecchio DTM and our Area 22 support team. We are also looking out for talent and potential to expand our team!

We ended the 2015/16 year with some amazing achievements from the efforts and teamwork of members, leaders and officers:

- District winners of International and Humorous Speech Contests, co-Area Director of the Year, Division Director of the Year and inaugural Hawkesbury Club Leader of the Year.
- 59% Clubs were Distinguished or better. Balgowlah RSL, Chatswood Early Risers, Dee Why RSL (first in Region 12) and Forestville achieved 10 out of 10 goals in the Distinguished Club program. 119 educational awards were achieved with Forestville achieving the highest number with 12. 11 members achieved Triple Crowns including 3 shared with other divisions.

2016/17 commenced with a brilliant bang:

- 114 club members appreciated the successful and effective club officer training. 20 Hawkesbury clubs achieved their CLT DCP half-goal. Thanks to all involved.
- nbn toastmasters was a welcome surprise addition to Area10. Voice of Mosman and Eastwood (in formation) are progressing. Thanks to all contributing to their growth.
- Our first phase 1 virtual club in Area 19, ACU, celebrated its charter on 11 September.
- Forestville leads the division with 4 DCP points (however 9 clubs have not yet achieved their first DCP point).
- Significant milestones: Harry Edwards (40 years), Reg Stewart (25 years), Avalon Beach (10 in June), North Sydney Achievers (30 in May) and Sociable Seafarers (45 in August).

Unfortunately, Transport Toastmasters (Area 6) was lost in spite of the appreciated revival attempts of the Club Coach (now working with The Professionals) and district leaders. Similarly, DWS (Area 10) was suspended. The good news is that The Professionals and GEB (Area 19) are rebuilding.

It is only through each member's development that our division grows - thanks for your contributions! We hope you realise your full potential through the challenge of Leadership! Leadership! Leadership!

**Melanie Cheong ACB ALB**  
**Hawkesbury Division Director**

## **Macquarie Division Director's Report**

What an amazing 5 months it has been in Macquarie Division! We have achieved so much, thanks to my team of wonderful Area Directors and every club that makes up Macquarie Division.

Thanks to the Area Directors – Area 2 Sandra Sweetman, Area 3 Mooi Sim, Area 16 Joanne Keevers, Area 9 Kenneth Hargreaves, Area 16 Stephen Holland and Area 7 Jon Dazeley (and his partner Jennifer Burch) for effort, contribution and enthusiasm.

Macquarie Division comprises 33 Clubs. Congratulations to the 8 clubs which had all 7 club officers trained in the first round of Club Leadership Training. Area Directors are currently seeking venues, working towards the next Club Leadership Training period and encouraging more club officers to be trained.

Other exciting events from Macquarie Division include:

- New Club CSC (Area 3) in Macquarie Park which chartered in September.
- Area 25 is looking at a Speakers Bureau Club and Area 7 has a possible a new club in the Hills district.
- Turrumurra has commenced Youth Leadership at Knox Grammar School, and Keynoters are planning a Youth Leadership Program and training seminars in the near future.
- Castle Hill and Rouse Hill clubs held a Speechcraft Course in October and are planning another in 2017.

Each year, the Hills Shire brings together young orators (both junior and senior level) from schools across the Hills District to participate in 'Voices in Bloom' at the Orange Blossom Festival. The 2016 speech contest was held on 7th September at the Australian Brewery. Owner, Ross Colosimo, donated the prizes and the venue; judges included dedicated toastmasters Les Saville, Dianne Sammut, Sue Mitchell and Khadari Shafi.

Berowra (chartered in August 1976) will be celebrating its 40<sup>th</sup> anniversary in 2017 and Hornsby District will celebrate its 1,000<sup>th</sup> Meeting in March 2017.

All Clubs in Macquarie Division are working towards their individual Distinguished Club goals.

Thank you to all for supporting Area 3 Director Sim Mooi (while her arm is healing) and offering her lifts to contests.

Congratulations to each and every member of the Macquarie Division. I look forward to working with you in the months ahead, and thank you for your support.

**Geri Rich DTM**  
**Macquarie Division Director**



## Northern Division Director's Report

It was disappointing that Northern Division Director Jane Lally was unable to see out her term due to ill health. We wish Jane all the best and thank her for her work and leadership up to the time of her resignation.

I am pleased to be able to oversee the role of Northern Division Director for the time being with a strong leadership team in our Area Directors **Elizabeth Hingston** (31), **Leanne Kirchner** (1), **Elizabeth Lloyd** (18) and **Margaret Payne** (20). A more capable and dedicated group would be hard to come by!

Our big news is the chartering of yet another new club in the north! That makes four in less than 18 months with the addition of (in chronological order) Fossickers Way, Toastmasters@TRC, Trainers On Track and now Sun Up Speakers. A growth of one third since June 2015. Congratulations to all who have worked so hard to extend the Toastmasters opportunity to many more in this part of the world.

In **Area 1**, Tamworth and Tamworth Communicators have each achieved three goals in the DCP and are on track to remain at or above charter strength of 20 members. Sun Up Speakers has chartered with 22 members. New England Toastmasters has had a change in President with Iain Mackay now at the helm and the club is working assiduously to boost numbers from a small base with effective meetings and a strong club culture. Communicators is currently in the midst of a specialised communications course for entrants in the 2017 Queen of Country Music Quest and Tamworth club has plans for a Speechcraft course early in the new year. Congratulations to Communicator's Lyn Parton who won the Division Humorous Speech Contest.

In **Area 18**, membership numbers remain steady although, as always, clubs are working to boost numbers. Inverell is strong and Narrabri seems to have a spring in its step with a number of younger members coming on board. Fossickers Way is performing well from a low population base and Moree is holding its own at present. Congratulations to Moree's Annette Hadley who won the Division Table Topic Contest and will now represent the Division at the District finals in Gosford.

In **Area 20**, Inverell Breakfast is going strong, as usual, and will stage its annual Communicator of the Year award – a brilliant recognition scheme and PR opportunity – this October. Glen Innes is doing well – the club has already achieved three goals for the year in the Distinguished Club Program. Federation soldiers on in the Tenterfield district with productive meetings and is working to build membership. The new Trainers On Track has had some teething problems, as would any new club of this nature, but seems now to be finding its feet.

**Area 31** is possibly our most challenging Area with two clubs in smaller towns (Gunnedah and Quirindi), an advanced club (North West Speakers & Leaders) and one corporate (the new Toastmasters@TRC). That said, all effort is being made by members and District leaders past and present to make sure all clubs are operating effectively in providing a good place for members to enjoy their Toastmasters and to learn and grow.

Northern Division is definitely looking forward to a positive and successful 2016-2017.

**Bob Kirchner OAM DTM**  
**Caretaker – Northern Division Director**

## **Oxley Division Director's Report**

The Oxley Division team of Area Directors are: Area 5 Colin Steber ACB-ALB; Area 17 Donna Kildea DTM; Area 29 Susan Hereford- Ashley ACB-ALB; and Area 30 Charmaine Priestley ACB.

The highlight of our year so far has been the exceptional number of club leaders trained within the first round of training. An amazing 98 out of a possible 112 club leaders were trained. This number was achievable, in part, due to the resoluteness of our Area Directors. Notably, Area 29 Director Susan Hereford-Ashley had a mission that every club leader in the area would be trained, and they were!! Area Directors Charmaine, Colin and Donna also spent extra time ensuring as many club leaders as possible were trained in their respective areas. What a team!!!! Feedback from the main training days at Yamba and Taree was very positive, especially the Judges Training session that had been included. Thanks is extended to TLI Chair Alison Cleaver and her dedicated team of trainers who selflessly travelled, in some instances many kilometres, to train our club leaders.

Speechcraft courses are in the planning stage for all areas within the division with Lennox Lightning and Ballina clubs planning a joint Speechcraft course

Area Directors have officially visited all of their clubs and reports are being sent to Toastmasters International. Area Directors have found that clubs within their respective areas differ in many ways, however, there is always one common goal: every club is striving towards their individual Distinguished Club goals while providing the environment, the enthusiasm and the on-going commitment to help each and all of their members to develop the skills so important to them.

Many clubs within our division have membership drives in the pipeline. These drives will take place in shopping centres, main streets in country towns and at local markets. Feedback has revealed that the social media platform Facebook has attracted many enquiries about Toastmasters. Country clubs continue to have articles about club meetings published in their local papers.

There has been some interest in starting a new club in the Casino area which would be part of Area 17. Discussions have taken place between re the viability of starting day clubs at Maclean and Grafton (also in Area 17).

Mighty Clarence in Grafton will celebrate its 25<sup>th</sup> anniversary this coming November, celebration plans are in full swing.

Summerland club in Lismore will celebrate its half century anniversary in June 2017. This 50 year, black tie event promises to be one to remember.

There are some clubs within the Division with lower membership number than they would like but these clubs are, with the assistance of the District, endeavouring to gain new members to assist in improving their clubs' health.

My sincere thanks to each of the Area Directors of Oxley Division for their continuing dedication and commitment to their roles.

Having been blessed with four dedicated, committed and proactive Area Directors I have no doubt Oxley Division will continue to shine in the upcoming second half of our Toastmasters year.

**Jan Coleman DTM**  
**Oxley Division Director**

## **Western Division Director's Report**

I extend my heartfelt thanks to Area Directors – Purnima de Silva, Nafaris Nordeen, Dhammika Kulatunge, Bradley Silk and our new Area Director Frank Higgins. I would also like to take the opportunity to give special thanks to Allie Marriott who announced her resignation as Area 13 Director due to a family illness. It is not easy to combine Area Director responsibilities with the extra stress resulting from the family illness and all of Division 90 wish Allie and Ron all the best for the future. [I](#) am pleased to announce that Monique Tonna has agreed to take over the Area 13 role for the remainder of the year. Thank you Monique.

There have been a number of special events so far this year:

- St Clair's 500th meeting - 26th September
- Parramatta Pioneers 100th meeting - 30th September
- Mt Druitt Koori 200<sup>th</sup> meeting - October 27th
- Blue Mountains - recently celebrated their 600th meeting
- Springwood Toastmasters 800<sup>th</sup> meeting - October
- Parramatta Club 50 years - 15th October
- Rooty Hill 500th meeting - 21st November

I am pleased to advise that Dhammika Kulatunge has successfully completed her HPL assignment via a Youth Leader Showcase conducted at Blacktown on 9 September 2016.

There is a new club opportunity with a prospective club at Stonecutters Ridge. Mt Druitt Koori are looking to record a club meeting in an effort to promote Toastmasters with a Koori flavour to Indigenous communities around the country.

Although we conducted Club Leadership Training via 8 CLT sessions spread across Western Division, the year so far has not been without challenges, and a few clubs are struggling for a variety of reasons. The Club Support team has offered to assist these clubs and collectively we look forward to positive outcomes for the remainder of the year. As an example, Parramatta Midday club has increased membership up to 18 after moving to new location.

Congratulations to each and every member of the Western Division, good luck for the remainder of this Toastmasters year, and thank you for all your support.

**Chris McLoon ACB ALB**  
**Western Division Director**

# Motions on Notice

## **Motion 1:**

“That the District Director’s appointment of the Public Relations Manager, Administration Manager, Finance Manager, Northern Division Director and Directors for each Area, where appointed, be confirmed.”

## **Explanation:**

In accordance with District Administrative By-law Article VII (c) the appointment of the Public Relations Manager, Administration Manager, Finance Manager and Directors for each Area, where appointed, is to be confirmed by the District Council.

**Moved by: Shirley Childs DTM**

# ADDENDUM

## District 90 Council Continuing Motions

Adopted May 16, 2015

### A. GOVERNANCE

A1 That District 90, which is governed by the current edition of the District Administrative Bylaws, tailors that document with the following allowable insertions and changes:

Article 1: (b) Title: Administrative Bylaws of District 90.

Article V: Boundaries

The geographic boundaries of this District shall be as follows:

The State of New South Wales below the line of latitude 28.5° south, and above an east to west line through Sydney Harbour, along the Parramatta River, down Duck River to the junction with the M4 motorway, due west from that point to the Great Dividing Range, south along the range to the line of 34° latitude and due west on the line of 34° latitude to the State border.

Article XIII: Rules of Order

The current edition of "Guide for Meetings" by N E Renton shall be the final authority on parliamentary procedure insofar as it does not conflict with any provision in the District Administrative Bylaws or other policies and procedures set by Toastmasters International.

A2 That in accordance with Article VII: Officers (c) of the District Administrative Bylaws, the District's Administration Manager, Finance Manager, Public Relations Manager and Area Directors shall be appointed by the District Director except that, where an Area Council exists and makes a nomination for an Area Director for the following term, the District Director shall automatically appoint such nominee.

### B. ADMINISTRATION

B1 That District 90 establish a permanent District Management Committee, consisting of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administrative Manager, Finance Manager, Immediate Past District Director, and Division Directors, and that the District Management Committee shall:

- (i) Formulate practices for the operation of District 90.
- (ii) Administer the affairs of District 90 between meetings of the District Executive Committee in accordance with the procedures and budgets adopted by the District Council.
- (iii) Review and monitor the status of Clubs, Areas and Divisions.

B2 That the term Senior District Management Committee be defined as a group of the following officers: District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager and Immediate Past District Director.

B3 That for the Semi-Annual and Annual District Council meetings of District 90 the Agenda and Reports Book be uploaded in a member secure access area on the District 90 website (unless specifically requested to be posted) to all clubs at least 21 days prior to the Council meeting date and that notification of this be emailed to clubs.

- B4 That at District 90 Conferences, copies of all relevant reports be made available to all Toastmasters, whether in a voting or non-voting capacity, at the time of registration at the Conference venue.
- B5 That an up-to-date list of all District Continuing Motions be included in the Agenda and Reports Book at each District 90 Council Meeting.
- B6 That the results of all District 90 Contests and Awards, made at District 90 Conferences, be recorded by the District Administrative Manager as an addendum to the minutes of that Council Meeting.
- B7 That at District 90 Council Meetings, the apologies be recorded in an Apologies Book at the Voting Rights Desk.

**c. FINANCIAL**

- C1 That a Finance Committee be appointed by the incoming District Director prior to June 15 with the District Director as Chairman, such committee to include at least the outgoing and incoming Finance Managers, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager and at least 2 past leaders with knowledge of District financial practices, to prepare a budget and to oversee the management of the District's finances in accordance with

- Toastmasters International's Policies and Protocols
- Toastmasters International's District Leadership Handbook
- Toastmasters International's Managing District Finances Guide for District leaders

and that the Committee regularly review operational procedures and forms used by District 90 and maintain these as open resources on the District 90 website.

- C2 That the Finance Manager submit reports to the District Director, Program Quality Director, Club Growth Director as required by Toastmasters International and the latest report is to be further submitted to each meeting of the District Management Committee, with the report to also include:
  - a. A detailed income/expenditure statement for the District year to date with comparison to the Budget.
  - b. Details of all income and expenditure transactions by person/organisation and budget heading since the previous report

**d. BUDGETING**

- D1 That for the purpose of establishing a budget level of expenditure, the allowance for Area Directors be determined as follows:
  - a. Travel - A District budgeted unit cost per kilometre travelled from home and return to all attended Area Council meetings in the Area, all attended District Executive Committee meetings, all attended District 90 Conferences, and twice each 12 months to each club attended in the Area.
  - b. Other expenses - An allowance for other expenses to be determined by the Finance Committee.
- D2 That for the purpose of establishing a budget level of expenditure, the allowance for Division Directors be determined as follows:

- a. Travel - A District budgeted unit cost per kilometre travelled from home and return to all attended Area Council meetings in the Division, to all attended District Management meetings, to all attended District Executive Committee meetings, and to all District Conferences.
  - b. Other expenses - An allowance for other expenses to be determined by the Finance Committee.
- D3 That for functions they attend at District Conferences, District 90 pays the full fees and single rate accommodation for the Conference Chairman, District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administrative Manager, Finance Manager and Immediate Past District Director and full fees only for Division Directors.
- D4 That District 90 pays accommodation expenses of all senior District Officers required to attend mid-year training and training in conjunction with the International Convention, including the Immediate Past District Director (if he/she leads the District to Distinguished or better during his/her year, as confirmed by Toastmasters International); such payment to be at the published single room rate for the International Convention or training venue and the number of nights' accommodation be as required for all but the Immediate Past District Director, who shall be covered for a maximum of four nights to attend only the International Convention.
- D5 That District 90 donates a club banner to newly chartered clubs and the Finance Committee be authorised to provide for this amount in the budget.

## **E. AWARDS**

- E1 That the District Management Committee select each year a District 90 Toastmaster of the Year using the following procedure, with the award to be presented at the District 90 Changeover Dinner.
- Nominations to be called for by 31 January, from clubs and members with nominations to close on 15 May.
  - Any eligible Toastmaster, excluding District Management Committee members may be nominated.
  - Each nominator may nominate only one Toastmaster.
  - The criteria for selection shall include but not be limited to:
    - Active membership in any club in District 90.
    - Outstanding and continuous service to District 90 and its predecessor including beyond the current year.
    - Attendance at District 90 functions.
    - Contributions to District 90's goals of club formation, membership building and Distinguished Clubs.
- E2 That the District Management Committee select at its meeting after the Annual Conference each year, an Area Director of the Year with the award to be presented at the District 90 Changeover Dinner, the criteria for consideration for the award to include but not be limited to:
- Distinguished Area status.
  - Attendance at Area, Division and District meetings.
  - Area Director's Club Visit Reports submitted on time
  - Quality of Area Council meetings, contests and training sessions.
- E3 That the District Director, Program Quality Director and Club Growth Director select a Division Director of the Year with the award to be presented at the District 90 Changeover Dinner, the

criteria for consideration for the award to include but not be limited to:

- Distinguished Division status.
- Attendance at Area, Division and District meetings.
- Quality of Division Council meetings, contests and training sessions.

E4 That the District Management Committee select a recipient for the Jazzer Smith Award at its meeting prior to the Annual Conference, the recipient to be a member of District 90, excluding the Management Committee, who exemplifies in some way, the attributes and characteristics of the late Jazzer Smith such as courage, overcoming adversity, persistence and perseverance, loyalty to Toastmasters, pride in Toastmasters, friendliness, cheerfulness and support for other members, and in addition a citation is to be prepared to be presented with the award by the current Northern Division Director at the Annual Conference.

E5 That the Tamworth trophy, known as the "Travel Gavel" be awarded at each Annual Conference to the Club which scores the highest number of points by the following formula:

$$\frac{\text{Total members in attendance} \times 100 \times D}{\text{Total membership}}$$

Where:

- Total members in attendance includes only financial members.
- Total membership is that reported to Toastmasters International as at the Semi-Annual Reporting period prior to the date of the Conference
- D = square root of the road distance to the Conference venue.

#### **F. DISTRICT CONFERENCES**

F1 That the District Management Committee confirm the selection of the venue and a Conference Chairman for all District 90 conferences at least 12 months before the conference date, with final conference budgets to be submitted for approval to the District Management Committee no less than six months prior to the event to facilitate the setting of attendance fees.

F2 That District 90 Conferences be organised and managed in accordance with the guidelines in the District Leadership Handbook with the District Director, Program Quality Director, and Club Growth Director being members of each Conference Committee.

#### **G. DISTRICT SPEECH CONTESTS**

G1 That District 90 Contest finals are held as follows:

Semi Annual Conference	Table Topics
	Humorous
Annual Conference	Evaluation
	International

G2 That while the speech contest rules of Toastmasters International allow:

- a. All clubs in Areas with 4 or fewer clubs are permitted to send 2 contestants forward to next level at all contests.
- b. All Areas in Divisions with 4 or fewer Areas are permitted to send 2 contestants forward to the next level at all contests.



- G3 That District 90 provides personal trophies to be retained by the first, second and third place getters of District level contest finals with contestants receiving participation certificates but not placing certificates.
- G4 That District 90 encourages clubs to use their own members as judges for their club contests where possible in order to provide training in contest judging for members.

## District 90 Council Meeting and Voting Proxies

Voting members of the District 90 Council are the Club Presidents, Vice Presidents Education, and the members of the District Executive Committee: District Director, Program Quality Director, Club Growth Director, the Immediate Past District Governor, Public Relations Manager, Administration Manager, Finance Manager, Division Directors, and Area Directors.

Either the Club President or the Club Vice President Education may designate, in writing, any active member in good standing of the Club to act as a proxy or proxies, and cast one or both ballots of the Club at the District Council meeting. In the event that one of those Officers is not in attendance at the meeting and has not designated, in writing, an active member of the Club to act as proxy or proxies of the Club at any Council meeting, the other Officer in attendance may cast two votes. The intent is to assure that every Club will be able to cast two votes.

A written proxy, to be valid at a District Council meeting, must contain the following details:

- (a) District number
- (b) Description of event
- (c) Date and location of meeting
- (d) Club name and number
- (e) Name of Club representative, or proxy holder
- (f) Signature of authorisation of Club Officer and Office held, and
- (g) The date the credential/proxy is signed.

It must be delivered personally, by mail, by fax, by email, by electronic transmission, or by other reasonable means to the Club member who will hold the proxy. The Proxy Form below may be used for this purpose. The proxy holder must present the proxy in paper form (i.e., print out an E-mail) to the Voting Rights Desk. If the proxy does not bear a handwritten signature, it must have the typed name of the Club Officer(s) giving the proxy or some other indication that the Club Officer(s) authorised the proxy to be given. A proxy holder cannot transfer or assign a proxy to someone else. A valid proxy delivered to the proxy holder is revoked only if the Club Officer who gave the proxy takes one of the following subsequent actions: he or she destroys the proxy, cancels the proxy in writing, issues another proxy authorised at a later date, or actually attends the District Council meeting.

Each member of the District Council, or Club proxy for the Club President or Vice President Education as authorised above, in attendance is entitled to one vote. Any active member who carries the proxies of both the Club President and the Vice President Education from the Club is entitled to two votes; and any such Toastmaster who is also a member of the District Executive Committee is entitled to three votes. All other Toastmasters shall be limited to a maximum of two votes, regardless of the number of Clubs to which they belong. A Toastmaster belonging to two or more Clubs may cast one vote for each of two Clubs, but again is limited to a maximum of two votes. (The maximum number of votes that any Toastmaster may cast is three, regardless of the number of Clubs to which that Toastmaster belongs.)

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Club Name: \_\_\_\_\_ Club No. \_\_\_\_\_ Area \_\_\_\_\_ Division \_\_\_\_\_

I, \_\_\_\_\_ being the President of the above Club nominate  
\_\_\_\_\_ to carry my proxy for the District 90 Council Meeting  
to be held on 5 November 2016 at Gosford RSL Club, Gosford, NSW.

\_\_\_\_\_  
President's Signature                      Delegate's Signature                      /                      /  
Date

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Club Name: \_\_\_\_\_ Club No. \_\_\_\_\_ Area \_\_\_\_\_ Division \_\_\_\_\_

I, \_\_\_\_\_ being the Vice President Education of the above Club nominate  
\_\_\_\_\_ to carry my proxy for the District 90 Council Meeting  
to be held on 5 November 2016 at Gosford RSL Club, Gosford, NSW.

\_\_\_\_\_  
Vice President Education's Signature                      Delegate's Signature                      /                      /  
Date

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