

Toastmasters International

District 90, Region 12

2017

Annual Conference

21st - 23rd April

Agenda and Reports Book



Rooty Hill RSL Club

Rooty Hill NSW

**District Council Meeting
 Toastmasters International — District 90
 Saturday, 22 April 2017
 Rooty Hill RSL Club, Rooty Hill, NSW**

AGENDA

Item	Page
Opening and Welcome	3
Vale – Remembrance	
Establishment of Quorum	
Minutes of Previous District 90 Council Meeting	4
1.1 Addendum to Minutes: District 90 Contest Results 2016	9
Correspondence	10
Reports	
1.2 Audit Committee Report.....	14
1.3 Finance Manager's Report	15
1.4 District Director's Report	21
1.5 Program Quality Report	23
1.6 Club Growth Report	25
1.7 Public Relations Report.....	27
1.8 Immediate Past District Director's Report.....	28
1.9 Eastern Division Report.....	29
1.10 Hawkesbury Division Report.....	30
1.11 Macquarie Division Report	31
1.12 Northern Division Report.....	32
1.13 Oxley Division Report.....	33
1.14 Western Division report.....	34
1.15 Nominating Committee Report	35
Election of District 90 Officers for 2017-2018	
Motions on Notice	36
1.16 Motion 1: District Alignment	
1.17 Motion 2: Contests	
1.18 Motion 3: Finance Continuing Motions	
Next Meeting	
Addendum	
1.22 District 90 Council Continuing Motions	40

Opening and Welcome

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 leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Values

- Integrity
- Respect
- Service
- Excellence

Toastmasters International Envisioned Future

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

A Toastmaster's Promise (updated)

As a member of Toastmasters International and my club, I promise

- To attend club meetings regularly.
- To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program.
- To prepare for and fulfil meeting assignments.
- To provide fellow members with helpful, constructive evaluations.
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow.
- To serve my club as an officer when called upon to do so.
- To treat my fellow club members and our guests with respect and courtesy.
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers.
- To adhere to the guidelines and rules for all Toastmasters education and recognition programs.
- To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities.

Minutes of District 90 2016-2017

Semi Annual Council Meeting

held at 8.15am 5th November 2016
at Gosford RSL, Gosford NSW

Head Table

Michael Said	DTM	District Director
Shirley Childs	DTM	Program Quality Director
Phil Reed	DTM	Club Growth Director
Udo Moerig	DTM	Public Relations Manager
Debbie Tibbles	DTM	Administration Manager
Jan Vecchio	DTM	Finance Manager
Bob Kirchner	OAM DTM	Immediate Past District Director
Gary Wilson	OAM DTM	Parliamentarian

Open: 8.15am a banner parade led by the Division Banners, followed by the District 90 banner, then the Aboriginal, NSW and Australian flags.

Eastern Division	Leesa Barnard DTM
Hawkesbury Division	Melanie Cheong ACB ALB
Macquarie Division	Geri Rich DTM
Northern Division	Margaret Payne DTM
Oxley Division	Jan Coleman DTM
Western Division	Bradley Silk (Area 28 Director) ACB ALB
District 90 Banner	Gail Heggie DTM
Aboriginal Flag	Dianne Brookes ACB
NSW Flag	Lou Cervetto DTM
Australian Flag	Pauline Gilchrist DTM

Opening Remarks

Michael Said extended a welcome to all those attending the meeting and declared the District Council Meeting of District 90 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.

Distinguished visitors were introduced: Past International Director, Past District Governor Gary Wilson OAM DTM; Past Region Advisor Sue Haynes DTM; Past District Governors Peter Leney DTM, Elizabeth Wilson OAM DTM, Nick Rinaldi DTM, John Inglis DTM, Reg Stewart DTM, Jan Vecchio DTM; and District 72 Director David Templeman DTM.

Michael shared the news that Tanya Wickham, Conference Chairman had fallen down stairs, she was injured but now home. The Conference team has stepped up in her absence. Please take the time to sign the Get Well Card for Tanya at the Registration Desk and wish her well in her recovery.

Mission of the District:

Greg Holterman ACB ALB 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 leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Values – Integrity – Respect – Service - Excellence

Annual Conference Official Welcome:

Pieta Beggs ACB ALB (Acting Semi Annual Conference Chairman) welcomed everyone to the 2016 Semi-Annual Annual Conference, and asked that attendees refer all complaints to Michael Said.

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.

Acknowledge First Timers:

All first timers to the conference received a ribbon presented by Bob Kirchner and Geri Rich.

Vale:

We take a moment to remember Toastmasters and family members of Toastmasters who have passed away since the last District Council meeting. One minute silence was observed.

- Denis Greenwood
- Krista Greenwood
- Norman Priestley

Quorum:

Gary Wilson (Parliamentarian) 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 143 active clubs and two votes per club, the total available number of votes is 286; one third of the total votes for a quorum is 96. The total number of votes at the moment is 109, therefore, we do have a quorum".

The use of microphones, timing and voting rules and procedures were explained by the District Director Michael Said DTM.

Minutes of the last District Council meeting:

Motion: "that the minutes of the District Council meeting held at Rooty Hill on Saturday 30th April 2016 as printed in the Agenda and Report book be confirmed".

Moved: Debbie Tibbles

Seconded: Jan Coleman

Motion carried.

No corrections or business arising.

Correspondence Inwards:

Motion: “that that the Correspondence Inwards as printed in the Agenda and Reports Book and on the addendum as circulated be received”.

Moved: Debbie Tibbles Seconded: Joanne Keevers 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: Elaine McLoon Motion carried.

No business arising.

Audit Report:

Motion: “the Audit Report for the period ending June 30, 2016 be received as printed in the Agenda and Report book be received”.

Moved: Elizabeth Wilson Seconded: Alicia Curtis Motion carried.

No business arising.

Budget 2016/2017:

- 2015/2016 actual result was \$1,060 deficit.
- The first page of the budget printed in Agenda and Report book is replaced by handout.
- The original budget had a \$1,937 deficit however after corrections budget now \$5,071 surplus (refer “other revenue” line)

Motion: “that the 2016/2017 Budget as printed in the Agenda and Report book and on the addendum be received”.

Moved: Jan Vecchio Seconded: Dianne Sammut Motion carried.

No business arising.

Finance Report 2016/2017:

Motion: “that the Finance report as printed in the Agenda and Report book be adopted”

Moved: Jan Vecchio Seconded: Pauline Gilchrist Motion carried.

No business arising.

District Officer Reports:

Conduct of the meeting was transferred to Program Quality Director Shirley Childs DTM.

District Directors Report:

Motion: “that the District Director’s report as printed in the Agenda and Report Book be adopted”.

Moved: Michael Said Seconded: Linda Said Motion carried.

Conduct of the meeting was transferred back to District Director Michael Said DTM.

Program Quality Directors Report:

Motion: “that the Program Quality Report as printed in the Agenda and Report Book be adopted”.
Moved: Shirley Childs Seconded: Leesa Barnard Motion carried.

Club Growth Directors Report:

Motion: “that the Club Growth Report, as printed in the Agenda and Report Book be adopted”.
Moved: Phil Reed Seconded: Susan Hereford-Ashley Motion carried.

Public Relations Manager Report:

Motion: “that the Public Relations Report as printed in the Agenda and Report Book be adopted”.
Moved: Udo Moerig Seconded: Dhammika Kulatunge Motion carried.

Immediate Past District Director Report:

Motion: “that the IPDD Report as printed in the Agenda and Report Book be adopted”.
Moved: Bob Kirchner Seconded: Leanne Kirchner Motion carried.

No business arising from any of the District Officer reports.

Division Reports:

Eastern Division Directors Report:

Motion: “that the Eastern Division Director’s report as printed in the Agenda and Report book be adopted”.
Moved: Leesa Barnard Seconded: Gail Heggie Motion carried.

Hawkesbury Division Directors Report:

Motion: “that the Hawkesbury Division Director’s report as printed in the Agenda and Report book be adopted”.
Moved: Melanie Cheong Seconded: John Capito Motion carried.

Macquarie Division Directors Report:

Motion: “that the Macquarie Division Director’s report as printed in the Agenda and Report book be adopted”.
Moved: Geri Rich Seconded: Brian Jones Motion carried.

Northern Division Directors Report:

Motion: “that the Northern Division Director’s report as printed in the Agenda and Report book be adopted”.
Moved: Bob Kirchner Seconded: Margaret Payne Motion carried.

Oxley Division Directors Report:

Motion: “that the Oxley Division Director’s report as printed in the Agenda and Report book be adopted”.
Moved: Jan Coleman Seconded: Scott Johnston Motion carried.

Western Division Report Directors Report:

Motion: “that the Western Division report as printed in the Agenda and Report book be adopted”.
Moved: Bradley Silk Seconded: Marieon Schauer Motion carried.

No business arising from Division Reports.

Motions on Notice:

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

Moved by: Phil Reed Seconded: John Inglis Motion carried.

Motion: “That the appointment of OAM DTM Bob Kirchner as the Northern Division Director be ratified”.

Moved by: Shirley Childs Seconded: Elizabeth Lloyd Motion carried.

General Business:

- No motions have been received.
- No questions or general business.

Announcements:

- Mike Storkey (International President) will be attending the 2017 Annual Conference.
- Conference to be held at Rooty Hill RSL April 21st – 23rd 2017.

Thank you to:

- District Publications Officer Leanne Kirchner CC CL for producing the agenda and report book for this meeting. The work involved in preparing the Agenda and Report Book is no small task. It requires much patience and creativity, not just for designing the book but for encouraging officers to submit information on time. In addition, thank you to our ever-vigilant proof-readers Jan Vecchio and Debbie Tibbles.
- Administration Manager Debbie Tibbles for preparing all the printed material for this meeting.
- Voting Rights team.
- Our Timers – Linda Said and Leanne Kirchner
- District Audio Team Greg Holterman and Laurel Holterman.
- District Photographer Suben Subenthiran.
- My trusty Parliamentarian Gary Wilson
- Semi Annual Conference Team.
- Banner Parade Coordinator Alicia Curtis.
- And you, our District Council Members.

Close:

Thanks everyone for attending and all who participated and assisted in this meeting.

The next District 90 Council meeting will be held on 22nd April 2017.

Meeting was closed at 9.11am

Addendum to Minutes: District 90 Contest Results 2016

Humorous Speech Contest

Winner	David Griffiths	Western
Runner Up	Craig Morris	Macquarie
Third Place	Helen Youngberry	Oxley
Contestants:	Megan Ash	Hawkesbury
	Lyn Parton	Northern
	Tom Wilde	Eastern

Table Topics Contest

Winner	David Griffiths	Western
Runner Up	Helen Youngberry	Oxley
Third Place	Brendon Wilson	Hawkesbury
Contestants:	George Bocska	Eastern
	Annette Hadley	Northern
	Marianne Moore	Macquarie

International Speech Contest

Winner	Chris Davitt	Hawkesbury
Runner Up	Martin Rogers	Western
Third Place	Ashleigh Cormack	Macquarie
Contestants:	Robert Bath	Eastern
	James Dyson	Oxley
	Lia Mahony	Northern

Evaluation Contest

Winner	Robert Bath	Eastern
Runner Up	Megan Ash	Hawkesbury
Third Place	Donna Kildea	Oxley
Contestants:	Jennifer David	Macquarie
	Lynne Harris	Western
	Lia Mahony	Northern

Correspondence

District 90 Correspondence Inwards 2016-2017

CORRESPONDENCE IN				
District 90 - Region 12 - Toastmasters International 2016 / 2017				
N°	Date	From	To	Details
R42	4/11/16	Graham Barnes	DD	Questions in advanced for SAC Council Meeting
R43	5/11/16	Jurgen Claren	DD	TI - email from Mike Storkey
R44	8/11/16	Darrin Choi, TI	FM	Acknowledgement of D90 Budget
R45	9/11/16	TI	CGD	Response to email re customer satisfaction survey
R46	10/11/16	Club Constitution	CGD	Response re Oracle club suspension
R47	9/11/16	Club Coach (Toastmasters International)	CGD	Response re club coach appointment Twilight Achievers
R48	4/11/16	Darrin Choi, TI	FM	D90 September Close
R49	24/11/16	Districts (Toastmasters International)	PQD	Response re Area Director reports
R50	29/11/16	Renewals	CGD	Response to changes to policy 2.0
R51	30/11/16	Club Coach (Toastmasters International)	Dianne Sammut	Receipt of ATO - Oracle
R52	4/1/17	Membership (Toastmasters International)	DD	Response re club officers missing
R53	5/1/17	New Clubs (Toastmasters International)	CGD	Response re query re TI procedure charter member applications
R54	28/12/16	Club Constitution	CGD	Response re suspension DWS
R55	12/1/17	Accounts Payable TI	FM	Response re 17-111MD PO 201701
R56	25/1/17	John Quinn	DD	Response re Evaluation Contest Notes
R57	26/1/17	Speech Contests (Toastmasters International)	DD	Multiple emails regarding Speech Contest questions
R58	8/1/17	New Clubs (Toastmasters International)	CGD	Response Prospective new club Eastwood - addition of sponsor
R59	2/3/17	New Clubs (Toastmasters International)	CGD	Response re prospective club - Waitara Windbags
R60	2/2/17	Renewals	CGD	Response re nbn - October club renewal status
R61	7/2/17	Districts (Toastmasters International)	DD	Response re bulk update of club meeting information

District 90 Correspondence Inwards 2016-2017 (con't)

R62	11/2/17	Darrin Choi, TI	FM	Acknowledgement D90 December close
R63	14/2/17	Speech Contests (Toastmasters International)	DD	Response to email chain re Speech Contest questions
R64	16/2/17	New Clubs (Toastmasters International)	CGD	Confirmation of Mentor - Trainers on Track
R65	21/2/17	Donna Kildea (AD)	DD	Letter from Area 17 and Area 30 regarding concerns
R66	23/2/17	New Clubs (Toastmasters International)	PQD	Response re gavel club name - Mullumbimby High School
R67	24/2/17	Renewals	CGD	Response re D90 / Macquarie Uni
R68	25/2/17	TI Finance Team	FM	Confirmation Requisition for funds
R69	4/3/17	Speech Contests (Toastmasters International)	PQD	Response re Area Contests
R70	7/3/17	Districts (Toastmasters International)	DD	Response re follow up bulk update of club meeting information
R71	9/3/17	Membership (Toastmasters International)	PQD	Response re access to club central - Cumberland Forest TM
R72	9/3/17	Membership (Toastmasters International)	IPDD	Response re sign up query
R73	10/3/17	Convention Registration	CGD	Response re Annual Convention / August / Vancouver Canada
R74	15/3/17	Club Coach (Toastmasters International)	CGD	Confirmation D90 / Club 5655 / Club Coach Appointment
R75	25/3/17	Alison Brown (Bellingen)	DD	Bellingen Toastmasters to cease operation

District 90 Correspondence Outwards 2016-2017

CORRESPONDENCE OUT				
District 90 - Region 12 - Toastmasters International 2016 / 2017				
N°	Date	To	From	Details
S055	4/11/16	Jurgen Claren	DD	Response to TI - email from Mike Storkey
S056	7/11/16	Darrin Choi, TI	FM	D90 Budget
S057	5/11/16	TI	CGD	Email re TI Customer Satisfaction survey
S058	7/11/16	Club Constitution	CGD	D90 / Mdiv / Oracle / Club suspension
S059	9/11/16	Club Coach (Toastmasters International)	CGD	D90 / Twilight Achievers - club coach
S060	13/11/16	Club Constitution	CGD	Transport Chatswood - suspension
S061	15/11/16	Darrin Choi, TI	FM	Completed September Narratives - Sept 16
S062	20/11/16	Accounts Payable TI	FM	Postage reimbursement Jan 16
S063	20/11/16	Accounts Payable TI	FM	Follow up postage reimbursement (originally sent 9/6/16)
S064	23/11/16	Districts (Toastmasters International)	PQD	Area Director Reports
S065	28/11/16	Stephen Holland	CGD	Oracle Toastmasters
S066	23/11/16	Renewals	CGD	Changes to Policy 2.0
S067	27/11/16	New Clubs (Toastmasters International)	Dianne Sammutt	ATO Organise Fee Oracle
S068	1/1/17	Membership (Toastmasters International)	DD	Club Officers missing
S069	31/12/16	New Clubs (Toastmasters International)	CGD	Query re TI procedure for charter member applications
S070	23/12/16	Club Constitution	CGD	Suspension DWS
S071	11/1/17	Accounts Payable TI	FM	17-111MD PO 201701 and follow up previous postage reimbursements
S072	20/1/17	Hornsby RSL	CGD	TI booking form 18/2/17
S073	24/1/17	John Quinn	DD	Response to Evaluation Contest Notes
S074	27/1/17	New Clubs (Toastmasters International)	CGD	Prospective new club Eastwood - addition of sponsor
S075	30/1/17	Todd Vercoe	DD	Various emails regarding non receipt of new member kits
S076	28/1/17	New Clubs (Toastmasters International)	CGD	Prospective new club - Waitara Windbags
S077	31/1/17	Renewals	CGD	nbn October dues renewals
S078	20/2/17	Susan Newton	AM	Get Well Card
S079	20/2/17	Michael Said	AM	Get Well Card
S080	20/2/17	Xenya	AM	Sympathy Card (passing of Anthony Raymond)

District 90 Correspondence Outwards 2016-2017 (con't)

S081	24/2/17	Sandra Veltman	AM	Get Well Card
S082	24/2/17	Demian Coorey	AM	Get Well Card
S083	6/2/17	Districts (Toastmasters International)	DD	Bulk Update of Club meeting information
S084	7/2/17	Darrin Choi, TI	FM	D90 December Close
S085	7/9/16	Yoke-Ching Tan	DD	D90 appearing on Toastmasters AU / NZ / PNG website
S086	1/2/17	Yoke-Ching Tan	DD	Follow up D90 appearing on Toastmasters AU / NZ / PNG website
S087	12/2/17	Accounts Payable TI	FM	201702 Warehouse Reimbursement Form
S088	12/2/17	New Clubs (Toastmasters International)	CGD	Appointment of Mentor - Trainers on Track
S089	20/2/17	Accounts Payable TI	FM	201701 Warehouse Reimbursement
S090	19/2/17	New Clubs (Toastmasters International)	PQD	Gavel Club name - Mullumbimby High School
S091	24/2/17	Renewals	CGD	D90 / Macquarie University
S092	22/2/17	TI Finance Team	FM	Requisition of Funds
S093	28/2/17	Speech Contests (Toastmasters International)	PQD	Area Contests
S094	3/3/17	Hornsby RSL	LM	Hornsby RSL Booking + Waiver Request
S095	15/2/17	Districts (Toastmasters International)	DD	Further emails re bulk update of club meeting information
S096	7/3/17	Membership (Toastmasters International)	PQD	Access to club central - Cumberland Forest TM
S097	6/3/17	Membership (Toastmasters International)	IPDD	Sign up query
S098	3/3/17	Districts (Toastmasters International)	CGD	Annual Conference / August / Vancouver Canada
S099	11/3/17	Club Coach (Toastmasters International)	CGD	D90 / Club 5655 / Club Coach Appointment
S100	27/3/17	Oxley Division	DD	Oxley Division Discussions

REPORTS

Audit Committee Report

In January 2017, the District 90 Audit Committee undertook the mid-year audit of the District 90 financial records for the year ended 31 December 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 organized. Supporting documentation for all transactions was made available.

Thank you to the Audit Committee members, Wendy Lipski DTM and Gian Alarcon ACG ALB for your support and commitment.

Ian Lipski ACG ALB
Audit Committee Chairman

Finance Manager's Report

The following pages show the Financial Report for the Six Months Ended 31st December 2016, Available Funds at 31st December 2016, the Narratives (a brief explanation for budget discrepancies) and a summary of the Conference Account.

The Mid-Year Audit was held on Sunday 29th January 2017. The claims, statements and relevant financial supporting documentation for the District were provided to the Audit Committee Chair, Ian Lipski ACG ALB. Ian and his team (Wendy Lipski and Gian Alarcon) conducted a thorough audit of all transactions for the six-month period. Some claims were questioned and suggestions provided resulting in a review of the District Continuing Motions relating to Finance. All claims have been authorised by the District Director and either the Program Quality Director or the Club Growth Director except in the case where the claimant is the District Director, which requires signature of both sub-Directors. The December reports were signed by the District Director, Finance Manager and all members of the Audit Committee and sent to WHQ on 7th February 2016. All claims and supporting documentation were packaged and sent to WHQ on 10th February 2016.

In January, I submitted a Reimbursement Request for distribution costs relating to New Members Kits (\$534.80). This request and prior requests are being followed up. In February, I submitted a Requisition for District Funds for \$US15,000 to fund the next six months of the year. This money was received in the bank account on 27th February.

2016-2017 Budget

There are a number of expenditure areas showing an underspend compared with the budget. The underspend in travel, in most instances, relates to timing of claims. Spending is planned for Marketing, Education and Public Relations portfolios in the months leading up to the end of the year.

Gratitude

Thank you to –

- Linda Said (Contest Budgets Officer) for managing the Contest Budget submissions and approvals process and guiding our Division and Area Directors in budget preparation.
- Gail Heggie (Claims Officer) who processes all claims.
- Elizabeth Wilson (Supplies Sales Officer), Gary Wilson (Supplies Purchasing Office) for managing Toastmasters Supplies Australia, which is a separate, independent entity from District 90.

Thank you for your support during my term as Finance Manager.

Jan Vecchio DTM
Finance Manager

Narratives for 2016 – 2017



TOASTMASTERS INTERNATIONAL

Narratives for

31-Dec

2016-2017

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.

Membership Revenue **\$ 40,924.70**

The budget for December = \$747. December membership revenue = \$825 - under budget by \$77. **The overall result for the YTD shows actual over budget by \$6,320.** For the same period in December 2015, membership revenue was \$35,442 - compared with \$40,925 in the current year. The main reason for the difference in surplus from one year to the next is the increase in semi-annual dues from \$36 to \$45 plus a concerted effort to increase membership so that all clubs have 20+ members at 30 June 2017.

Conference Net Income/(Loss) **\$ (1,322.43)**

There was no budget in the conference account for December. \$10 was incurred in bank charges. The overall deficit for the SAC = \$1,026 (which includes \$344 PayPal/bank charges). A budgeted surplus was \$1,570.

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 **\$ 2,331.00**

Other revenue budgeted for December was zero - actual was zero. This account represents GST refunds received into the Main Account. The difference between budget and actual for the period to date is dependent on the expenditure for the period. To date, this portfolios is under budget by \$242. The BAS for the December quarter has been lodged and expected refund in January is \$492 .

Marketing **\$ (72.00)**

The focus for December was to pay for incentives for one new club \$365 (banner, banner bag, timing lights, cert holders etc.) No expenditure was incurred in December. The YTD actual of -\$72 is impacted by the reversal of an accrual at 30th June relating to costs for the prior year for storage of marketing material = \$385 and banners = \$798 which have not been claimed/paid. \$313 has been incurred on incentives. **To date this portfolio is under budget by \$3,000.**

Communications and Public Relations**\$ 899.34**

The December budget allows for monthly Mail Chimp/other website expenses = \$210 + subscriptions (Meet Up) = \$100 + mailing newsletters = \$100 + major media campaign allowance = \$1000. All up \$1,410. No expenditure was incurred in December. The total expenditure for the year to date = \$900 which relates to the purchase of flash drives = \$798 in November and website expense = \$102. **The portfolio is under budget by \$4,610.**

Education and Training**\$ 4,212.87**

The December budget allowed for webinar costs of \$70. No expenditure was incurred in December. The YTD expenditure of \$4,213 is impacted by the reversal of cost of storage accrued in July = \$385 and not yet paid. The most significant expenditure to date is the cost of SAC registration for the Senior Management Committee = \$2,520. **The portfolio is under budget by \$1,116.**

Speech contests**\$ -**

The December budget was zero and actual was zero. To date, no expenditure has been incurred in this portfolio, although \$850 was allowed in the budget mainly relating to cost of hosting Judging Workshops and trophies. There is the possibility of a claim for a contest overrun in October. **This portfolio is under budget by \$850.**

Administration**\$ 2,095.38**

The budget for December includes standard admin expenses to cover paper = \$10, copier = \$40, bank charges = \$20, depreciation = \$170, sympathy cards = \$5. Total for these items = \$245. Plus the December budget includes \$50 for postage. Actual expenditure for the month was depreciation \$170 and bank charges \$10. This portfolio includes costs incurred on postage for NMKs which is offset by a claim to WHQ for the same amount. To date, \$1,243 has been incurred for NMK but is offset by a corresponding credit. The YTD actuals are impacted by reversals of accruals at 30 June for insurance \$400 and cost of voting slips for AC \$132 - neither expense has been claimed/paid. Offsetting the reversals against the actual YTD expenditure = \$2,095 net outlay. **This portfolio is under budget by \$744.**

Travel**\$ 15,977.99**

The December budget allowed for lodging and travel for SDOs to attend special events/meetings within the District= \$560. Expenditure for December is zero. To date expenditure in this portfolio is tracking nicely with the budget. YTD = \$15,978 against budget = \$16,220 - **creating a budget deficit of \$242.** It appears that all officers are up to date with their claims for travel.

Other Expenses

No expenditure is budgeted for Other Expenses and no expenditure was incurred.

End Year Results 2016 — Actual vs. Budget Summary

District 90

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

Reporting Book: ACCRUAL
 As of Date: 31/12/17
 Cost Center: District 90

Month Ending 31/12/17		01/07/2016 Through 31/12/17		
Actual	Budget	Actual	Budget	Variance
District Revenue				
824.67	747.00	40,924.70	34,605.00	6,319.70
0.00	0.00	21,340.00	23,950.00	(2,610.00)
0.00	0.00	2,331.00	2,573.00	(242.00)
<u>824.67</u>	<u>747.00</u>	<u>64,595.70</u>	<u>61,128.00</u>	<u>3,467.70</u>
District Expenses				
10.00	0.00	22,662.43	22,380.00	282.43
0.00	365.00	(72.00)	2,928.00	(3,000.00)
0.00	1,410.00	899.34	5,510.00	(4,610.66)
0.00	70.00	4,212.87	5,329.00	(1,116.13)
0.00	0.00	0.00	850.00	(850.00)
179.76	295.00	2,095.38	2,840.00	(744.62)
0.00	560.00	15,977.99	16,220.00	(242.01)
<u>189.76</u>	<u>2,700.00</u>	<u>45,776.01</u>	<u>56,057.00</u>	<u>(10,280.99)</u>
<u>634.91</u>	<u>(1,953.00)</u>	<u>18,819.69</u>	<u>5,071.00</u>	<u>13,748.69</u>

Available Funds — Balance as at 31 December 2016

District 90

Available Funds (in AUD)

Reporting Book: ACCRUAL
As of Date: 31/12/16
Cost Center: District 90

Month Ending
31/12/16

Available Funds

Cash & District Reserve	
Cash	
Cash - Commonwealth 8508 - Main	\$ 9,528.72
Cash - Commonwealth 8516 - Conference	\$ 1,565.04
Total Cash	<u>\$ 11,093.76</u>
District Reserve	<u>\$ 115,439.00</u>
Total Cash & District Reserve	<u>\$ 126,532.76</u>
Minimum District Reserve Required at Year End	<u>\$ (18,907.55)</u>
Total Available Funds	<u><u>\$ 107,625.21</u></u>

Semi Annual Conference Sub Entity Report

Conference Account Details

Gross income - SAC -November 2016	\$	21,250.00		
Gross income - AC - April 2016	\$	90.00	\$ 21,340.00	
Bank charges	\$	71.00		
Gifts and thankyous	\$	165.00		
Gosford RSL Club	\$	19,032.00		
Lanyards	\$	517.00		
PayPal charges	\$	344.00		
Program cost	\$	811.00		
Photocopying	\$	173.00		
Satchels	\$	1,163.00		
2016 Changeover Dinner	\$	396.00	\$ 22,672.00	\$ (1,332.00)

SAC 2016 - Gosford	-\$ 1,026.00
AC 2016 - Rooty Hill	\$ 90.00
Changeover 2016 - Hornsby RSL	\$ (396.00)

District Director's Report

Welcome to the 2016-17 Annual Conference at Rooty Hill. In our second year as a new District, we are certainly forging our own identity and doing things that make us unique. We strive to be inclusive of all our members, wherever they are in our District. Because of the physical size of the district, this is always going to be challenging; a challenge that we are up for. Our aim has been to allow the leadership to have the flexibility to do what we believe is best for our members and District.

Before I comment on this year's Conference, it is appropriate to reflect on what happened at our Semi-Annual Conference at Gosford. You would be aware that our Conference Chairman, Tanya Wickham, had a serious fall days before the conference that left her hospitalised for over a week. Within no time, Pieta Beggs stepped up and acted as Conference Chairman, while Tanya was being cared for. The transition was seamless and a demonstration of the training we get in our organisation. Although not fully recovered, Tanya is back assuming many of her Toastmaster roles. The District is relieved that Tanya will be okay.

I would like to thank Annual Conference Chairman Gill Walker and her hard-working team, for their efforts in making this Conference one to remember. The hours and hours of preparation put in will ensure the success of this event.

At this Conference, we are blessed to have the presence of International President, Mike Storkey and his wife Lesley. Whilst Mike resides in Queensland, he is a New South Welshman through and through. I know you all will give the Storkeys a resounding District 90 welcome.

Our Goals

The mission of our District is to build new clubs and support all clubs in achieving excellence. This mission underpins the Distinguished District Program (DDP) just as the club mission does in the Distinguished Club Plan (DCP). Every District has the goal to be Distinguished in the DDP. This goal does not show up directly at a club level, but everything that happens at club level, feeds into this goal.

As a member of the Trio, the District goals have our attention. Just missing out on being Distinguished in 2014-15 (as District 70), made the desire to achieve Distinguished status in our first year even stronger; and we got there by 18 membership payments. The Distinguished District Program consists of three areas – club numbers, membership payments and the number of Distinguished Clubs. The goal is 3% growth based on the previous year's result. At the time of going to print, our distinguished clubs have not yet been compiled by WHQ. Program Quality Director Shirley, assures me that we will achieve this target. Our club numbers are on track and the membership payments will become clearer once the semi-annual dues are completed. In my time as a District leader, the club numbers and membership payments consume our attention in the final quarter of our year. This year looks to be no different. We will call on the resources of our great membership, like we did last year, for support.

We set ourselves a personal goal of having all clubs at charter strength. Club Growth Director Phil has assembled a brilliant team to strive towards this goal. We will only know how it pans out at the end of June. There are some clubs with real challenges and we will do whatever is possible to provide them with what they need. What Phil has established this year will set the District up for strength in future years.

Our Members

As I travelled across the District this year, I have been amazed at the quality of the people that we call Toastmasters. The work that happens at the grass roots by so many people, is astounding. There are club members who run Speechcraft at their clubs year after year, members maintaining websites, members keeping in contact with past members, members producing educational materials, members mentoring other members and encouraging them to achieve. There are members taking on leadership roles who did not believe that they could be leaders. There are members going outside Toastmasters to use the transferrable skills learned in the Toastmasters environment. When I see the likes of Michelle Taylor beaming, it tells me that our great organisation is doing a lot of things right.

We need to be on the lookout for our members and listen to the members who become quiet or stop showing up. We tragically lost another member, Malkit Banwait, last year, on the back of Scott Trist's passing the year before and, more recently, Richard Busby.

The Future

The District is set up for continued success. Both Shirley and Phil, while still to be elected, will form part of a great Trio with the incoming Club Growth Director. The biggest change in the last 50 years to Toastmasters, is the new education program, Pathways. Pathways will be launched in the second half of this year. This program is exciting and will ensure continuation of our organisation as number 1 for communication and leadership training. It is a great time to be a Toastmaster.

Thank You

I want to thank all clubs and members for their contribution not just this year, but for the last three years I have been part of the senior management of this District and District 70. The effort I have witnessed at club level astounds me.

Thank you to the staff officers:

The Audit Committee led by Ian Lipski, assisted by Wendy Lipski and Gian Alarcon.

The Nominating Committee Chairman, Publication Officer, Northern Division Sound Officer, Past District Governors/Directors Committee Chairman and mentor, Bob Kirchner OAM, assisted by Leanne Kirchner.

Supplies Sales Officer Elizabeth Wilson and Statistician, Postmaster and Supplies Purchasing Officer Alignment Chairman, acting Parliamentarian and great mentor, Gary Wilson OAM.

Parliamentarian and great friend Demian Coorey,

Sound Team lead by Greg Holterman and assisted by Laurel Holterman.

Logistics Manager and Semi-Annual Conference Chairman, Tanya Wickham, and her superb team, including acting Semi-Annual Conference chairman, Pieta Beggs.

District Photographer Suben Subenthiran.

Fellow Trio members Shirley Childs and Phil Reed. I could not have wished for a better group. We spoke most days and looked forward to every call.

The Senior Management Committee - Public Relations Manager Udo Moerig, Finance Manager Jan Vecchio, Administration Manager Debbie Tibbles and Immediate Past District Director Bob Kirchner, OAM.

Division Directors - Leesa Barnard (Eastern), Melanie Cheong (Hawkesbury), Geri Rich (Macquarie), Bob Kirchner OAM (Northern) Jan Coleman (Oxley), Chris McLoon (Western) and their hard-working Area Directors.

Past District Governors, including those from District 70 who have District 90 status.

My home club, Parramatta. Most of what I have learnt, I have learnt there.

Finally, and most importantly, thank you to the District Interview Co-Ordinator and the Contest Budgets Officer, my wife Linda Said. Linda is my booking agent and responsible for me arriving on time.

A special thank you to Rick Haynes for nominating me without my knowledge, to Jan Vecchio for convincing me and to Sue Haynes for reassuring me that I could do this.

My role feels like it has just started, yet in a blink of an eye is nearly over. Like most Toastmaster roles, I know more now than when I started. If I had my time over, I would start differently. Everyone's contribution to me is immeasurable.

Michael Said DTM
District Director

Program Quality Report

We are committed to creating a culture where members receive education and training to enhance their performance in both their professional and personal lives, where leaders understand their roles and responsibilities and where all members are supported by their clubs and leaders with open discussions, so that members aspire to keep learning and developing.

To equip our members and leaders we endeavoured to:

- Regionalise training to give opportunities for all club officers to be trained to successfully manage their clubs.
- Hold extra training sessions to assist club officers.
- Hold one-on-one training sessions where necessary.
- Hold a variety of education sessions at District Executive Committee meetings to assist Division and Area Directors in their roles.
- Conduct workshops on judging, evaluation, contests, mentoring and marketing.

The question is, have we done enough to encourage participation and to deliver the program?

1. The attendance average at the District Executive Committee meetings was 66%.
2. We had between 56 to 60 percent of officers trained at each round of Club Officer Training.
 - Less than 10% of clubs had all 7 officers trained.
 - A small number of officers participated in partial training.
 - Sometimes no action was taken after training.
3. Feedback received indicates that members want more education.

These three points demonstrate that there is a need to evaluate our strategies and identify different ideas to encourage a higher percentage of participation in training. Research has shown that there is correlation between training and performance. Therefore, it is imperative that we continue to find the right strategies to help our members in their performance.

Some of the strategies we have identified are:

- Have both general and club specific training. Focusing on club specific training is important. A club may be unique and the officers can be assisted to derive a plan to help with the club's success.
- Consider the frequency of training to achieve medium and long-term improvements. Ensure there is enough training, but not too much that members lose interest.
- Look at the many different types of training that are available and consider what is best for our organization.
- Develop more programs and workshops to help members learn, grow and develop.

Undoubtedly, the success of toastmasters and clubs depends on how well they are trained and what training opportunities are available. This is inextricably linked to the retention of members and sustainability of clubs.

We had success in providing training and education and we also had challenges. These challenges can be overcome with the right plans in place. The district team will continue to find the right balance and appropriate strategies for the benefit and success of our members and clubs.

Each year we encourage clubs to sponsor Youth Leadership programs and Gavel Clubs. This year we held seven Youth Leadership programs which allowed school children to gain confidence in their communication, public speaking and leadership skills. We now have two Gavel Clubs, one in Brookvale which has been running for three years and the other established this year in Mullumbimby. These clubs are supported through the commitment and diligence of dedicated Toastmasters.

For the sustainability of these programs, we must encourage members to continue their support for Youth Leadership and Gavel clubs. The growth in these two areas means more youths are exposed to the benefits of the Toastmasters program which gives them a better chance in life. This may lead young people to join Toastmasters so that they can continue with their growth and development. The district team continues to discuss how to further develop both programs.

Members have worked diligently during the year to ensure the success of contests at all levels. Each year we see members grow through participation in contests as either contestants, contest personnel or organisers. Each year we become better at doing this. There is a considerable amount to learn and we strive to continue improvement with educational presentations on how to conduct contests and the art of speaking.

We presented Pathways at the District Executive Committee meetings, most Advanced Club Leadership Training sessions, the Semi-Annual Conference and the Annual Conference. Some Ambassadors have been extremely active visiting clubs to present Pathways. There is a lot of excitement and enthusiasm about Pathways and the members are waiting with bated breath for its commencement.

In conclusion, 2016-17 has been a busy and successful year. There are other strategies which we can use to help our members learn, grow and develop to enhance their performance both personally and professionally. It is important to know that training and performance are inextricably linked; hence we continue to seek various methods to help our members manage the administration of their clubs, keep retention rates high and grow as communicators and leaders.

I take this opportunity to thank everyone who has contributed to the success of District 90. Through your support my growth has been tremendous. I sincerely hope that you too have gained and benefitted as much as I have.

My very best wishes for 2017-2018 and the years ahead. I hope that you will achieve what you have set out to do in your Toastmasters journey.

Shirley Childs DTM
Program Quality Director

Club Growth Report

Toastmasters International President Mike Storkey DTM made the phrase “**Remember the Member**” a powerful call when he first started campaigning for the position of International Director in 2009.

Members are the driving force of the Toastmasters Club. The success of the members achieving their personal goals leads to the success of each layer of Toastmasters. For us that is the Club, the Area, the Division and the District.

The Club Growth Team’s goal this year is to help clubs grow membership by at least 3%, and to achieve a net growth of 5 clubs across the District.

Club Support Team

The Club Support team provided advice to clubs in many areas during the year.

How to Turn Guests into Members

- Be responsive (professional). Acknowledge any requests for information the day they arrive.
- Have a neat, organised and accessible venue.
- Greet each visitor with a smile and a warm welcome. Sit them next to an experienced Toastmaster
- Invite guests to take part in Table Topics. Remember to include an item on the agenda for guest comments.
- Have a visitor’s pack that includes a New Membership Application (Form 400), and a guest letter that details the joining fee, dues, contribution to room hire, etc.
- Invite guests to attend the next meeting. Follow up guests by email prior to the next meeting. Answer any questions raised by the guest.

Advertising

- There are many advertising opportunities for clubs: website, market days/fairs, Toastmaster magazines, bookmarks, demonstration meetings

Internet

- Ensure the location and online contact details are correct on the club website and on the Toastmasters International database.

The team was called on to visit several clubs and an Area.

Club Sponsors, Mentors and Coaches

Clubs with 12 or less members can ask for a coach. Currently 10 clubs receive advice from a coach. Mentors are available for a club being formed.

Speechcraft

The Speechcraft Team arranged a Speechcraft Bonanza, designed to give information to clubs about conducting Speechcraft Courses. Speechcraft Bonanzas were held in Eastern, Hawkesbury, Macquarie, Northern and Western Divisions. Many clubs held a Speechcraft course following the Bonanza. Thank you to each of them.

Edward Barnett was a reluctant starter to Speechcraft. He was to give a best man speech at a wedding and he was petrified. He spoke at the wedding recently and told me: “... the best man speech went very well as a result of the Speechcraft Course.” He recognised Speechcraft helped him with his personal and professional development.

New Clubs

To date (17th March), four new clubs have been chartered during the year: nbn (Hawkesbury), CSC (Macquarie), Oracle (Macquarie) and Sun-Up (Northern).

The team is working toward chartering new clubs in Hawkesbury, Macquarie and Western Divisions. We look forward to learning of prospective clubs in Eastern, Northern and Oxley Divisions.

Club Membership Campaigns

We recommend clubs hold four membership campaigns each year. This can be Speechcraft, market days / fairs, or demonstration meetings.

Early this year (2017), District 90 offered an incentive to clubs that met the criteria of the 'Talk Up Toastmasters' campaign. When a club meets the criteria including the addition of 5 new, dual or reinstated members to their club, the incentive is a 10% rebate on the next order from Toastmasters Supplies Australia. The incentive will again be available for the Beat the Clock campaign from 1 May to 30 June. Details will be published.

From now until 30 June

The Club Growth Director invites contact from members and clubs on any item relating to supporting the club, sponsors mentors and coaches, Speechcraft and new clubs.

The Club Support Team will contact clubs where membership is less than charter strength (20 members) to offer advice on turning guests into members. When the club has 12 members or less we will offer the appointment of experienced Toastmasters as Club Coaches.

Thank you to our Club Growth Team Leaders and Team Members for their commitment over the year.

Contact us:

Phil Reed DTM	Club Growth Director 0416 241 114	cgd@d90toastmasters.org.au
Pauline Gilchrist DTM	Speechcraft Liaison Officer	speechcraft@d90toastmasters.org.au
Scott Johnston DTM	Sponsor Mentor and Coach Officer	coach@d90toastmasters.org.au
Mark Ransom DTM	Club Support Chairman	clubsupport@d90toastmasters.org.au
Dianne Sammut DTM	Club Extension Chairman (new club)	newclubs@d90toastmasters.org.au

The Teams look forward to helping clubs grow membership and forming new clubs.

Phil Reed DTM
Club Growth Director

Public Relations Report

Although somewhat slow to start, there has been recent action in the Communication and Public Relations portfolio.

The Past

Communication

District 90 has issued USB sticks to all members of the District Executive Committee (DEC). The USB sticks are a resource kit designed to be updated by individual officers and passed on to their successors. This means that each stick will be a unique source of information pertaining to an Area, Division or other portfolio that will be shared with future District 90 officers.

Sufficient USBs were purchased for issue to the current and next year's District Executive Committee.

I encourage all Division Directors and Area Directors to update your USBs with "your stuff" and to share the USBs with club presidents and whoever else may benefit.

Websites

District 90 has withdrawn from the joint District 90/70 website jointoastmasters.com.au. This was done to rationalise the number of sites in the public domain that provide (or attempt to provide) the same information.

District 90 has decided to utilise the toastmastersnsw.org.au site as the public face of Toastmasters International in NSW and as the members' website. The District is still looking to close one more website which is outdated and causing confusion.

Shop A Docket

The District has entered a contract to trial a Shop A Docket advertising campaign on the mid-north coast (Grafton to Taree) from April 1st to June 30th 2017.

The Present

MeetUp is being rolled out in at least another three regions in District 90. Phil Reid, Club Growth Director, and I are exploring the best way to set up these "hubs" and hope to have them up by early April. Other promotional initiatives being investigated are Toastmasters drink coasters, bridge banners and town entry signs.

The Future

It has been a very interesting year with some goals met and some not met, a lot of frustrations and a lot of laughs. Above all, it has been a wonderful learning experience.

In the remainder of the year, I want to tick off a few more goals. Most of all, I want to leave a plan for the incoming PRM – a plan that can be built upon by the TRIO and the incoming executive

Udo Moerig DTM
Public Relations Manager

Immediate Past District Director's Report

As I said in my most recent report to the District Executive, it is wonderful to be able to sit back in a fashion and see all the great work continuing from the solid base we built in our first year as a Toastmasters District, and a Distinguished District at that.

It has been 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.

The only thing I am a little disappointed with this year to date is that I haven't had the time to really activate the Past District Governors/Directors Committee. I know at least a few of our previous District leaders are very keen to get something going so I am confident that will get underway next year.

Perhaps it is not a bad thing as bedding down a new District, which continues to be our priority, has certainly been a significant challenge in these first couple of years of District 90. One we are meeting very well in my view.

Bob Kirchner OAM DTM
Immediate Past District Director

Eastern Division Report

All Advanced Club Leadership Training sessions and Area Contests are now complete. Numerous people put in time and travelled many kilometres to support these activities. Thanks to Janelle Walker, John Quinn (A15) and Bruce Lorking (A12) for their commitment to the training and the contests. We all learnt so much from the sessions and received many wonderful ideas from networking with other clubs. The Contest Judging session was very well received and attendees were asking for more.

In addition, I would like to thank the other members of the Eastern Division team:

Tanya Wickham - Area 27 Director and 2017 Semi-Annual Conference Chairman. Tanya is well on the way to recovery after a horrific fall that hospitalised her just before the 2017 Semi-Annual Conference.

Pieta Beggs – Area 23 Director, Conference Registrations Officer and stand-in 2017 Semi-Annual Conference Chairman (for Tanya when she was injured and could not attend the event). Pieta also assisted me with the first-round Eastern Division Contests.

Carol Williams – Area 24 Director. Carol has been extremely active in her Area.

Roger Skinner – commenced the year as Area 12 Director. Unfortunately, Roger had to resign in the first half of the year for personal reasons. The role of Area 12 Director remains vacant.

A special mention goes to Gail Heggie who went out of her way to assist Eastern Division during the year and to Immediate Past Eastern Division Director, Chin-Hwi Ang for her support and the legacy she left.

We are all looking forward to Eastern Division Contests on 26th March and seeing the results of the hard work which the contestants have put in to this year's speeches. Congratulations to all and good luck.

A large amount of effort has gone into the last few months. We are still working on finding an Area 12 Director. If anyone knows of someone who would like to do the role, please let me know. The team has worked consistently and diligently throughout the year and (I think) are looking forward to some downtime after 30th June.

Over the next couple of months, the team is focussed on closing the year powerfully with the Division achieving at least Distinguished status by 30th June.

A special thank you for the support that I have received from the Senior District leaders since my term commenced.

Leesa Barnard PhD DTM
Eastern Division Director

Hawkesbury Division Report

Leadership development is taking a front seat this year. I am delighted with the interest in the leadership roundtables (one mentoring and five officer groups), leadership ideas shared and interaction at the Speechcraft Bonanza. Concerns include venue construction/refurbishment, executive burnout and independence preventing requests for assistance.

My Area Directors – John Capito CC ALB (Area 6), Gary Melikian ACG ALB (Area 8), Tony Palechek ACG ALB (Area 10), Geoff Pullen CC (Area 19) and Don Turton ACS CL (Area 22)) and support teams (Gian Alarcon ACG ALB, Debbie Tibbles DTM, Jan Vecchio DTM, Area 22 support and ACLT trainers) display an incredible commitment to our clubs. The search continues for future leaders, including Pathways Guides.

I am proud that eight clubs are Distinguished (pending final membership numbers) and two are President's Distinguished – St Kieran's Manly Vale in Area 8 being the first in District 90. 78 educational awards have been achieved from 21 clubs with Balgowlah RSL leading the way. The Division has seven Triple Crown Award recipients: Alicia Curtis, Sue Loucks, Sally Molyneux, Gary Melikian, Kathy Stewart, Jan Vecchio and Adrian Watts.

nbn Toastmasters (Area 10) celebrated its charter on 22nd March. Eastwood (Area 6) conducted its first mock contest. The club is on the way to charter strength with 13 members. Voice of Mosman (in formation) will relaunch activities in Area 10. Thanks to all who have assisted with growing and mentoring these clubs. A Chatswood corporate held a demonstration meeting on 17 March.

Significant milestones include Robert Wright (40 years), Ross Plummer (35 years), Ellen Wilton (30 years), Sammie Newman (25 years), Wes Harder (20 years), Marc Skelton (20 years), Jan Vecchio (20 years) and GE Sydney (5 years in January).

Eight clubs have less than 20 members. The members in each club are working to reach the target of charter strength. The Professional (Area 19) has not met this year. Hawkesbury members are supporting the rebuild of Western Division's GEB (seven members) now meeting in North Sydney.

Advanced Club Leadership Training was attended by 86 current and future leaders. 10 clubs achieved their DCP half-point, 40 members qualified for Club Leader of the Year and one club had all seven officers trained (pending loading of all attendance records). Our ultra-competitive Division has held a marathon of enthralling Area contests.

I encourage club members to sit in the driver's seat and steer both their personal and club growth to success in 2017/18 and beyond."

Melanie Cheong ACB ALB
Hawkesbury Division Director

Macquarie Division Report

What an amazing nine months it has been in Macquarie Division. I extend a big thank you to my team of Area Directors.

“What’s Hot” in Macquarie Division...

Dianne Sammut facilitated three successful Advanced Club Leadership training sessions across the Division. All Area Directors are planning their Area Council Election meetings and diarising their round two club visits. Sandoz will be presented with a club banner in two weeks.

Challenges in Macquarie Division include some clubs holding back lodgement of membership and renewals to Toastmasters International, while other clubs have experienced significant membership growth and do not have enough speaking roles for members.

In other Division news, Dural had two members representing Area 7 at the Macquarie Division Contests. Congratulations!

Chris Davitt's educational in January on "Writing an International Speech" attracted significant interest from Toastmasters in the District. In addition, Focus Advanced held an Elevator Speech Workshop facilitated by Alison Lavick.

Sandra Sweetman, John Inglis and Geri Rich are running a Youth Leadership Program on Wednesday mornings at AFFORD in Blacktown and planning to send a speaker to the District Conference on Friday night.

Waitara Windbags (in formation) is currently holding a Speechcraft Course with a demonstration meeting to be held 13th April.

FX North Ryde held a membership drive resulting in six guests attended the club meeting. This is great news. It is expected the club will be at charter strength and Distinguished by the end of June.

High performance coaches Charmaine Burke and Sue Cheetham have been instrumental in increasing membership at Focus Advanced through several initiatives including valuable educational sessions.

St Ives celebrated its 600th meeting on 21st February. The club membership is strong and meetings are well attended. The club expects to achieve nine DCP goals. Hornsby District is celebrating its 1,000th meeting on 22nd April 2017 at Magpies Waitara.

Geri Rich DTM
Macquarie Division Director

Northern Division Report

This year has been a successful one for Northern Division with a new club chartered and many member achievements recorded so far. With three more months to go, I am confident we will finish 2016-2017 on a big high.

Sun-Up Speakers in Tamworth was our addition for the year, following on from our two new clubs last year, Toastmasters@TRC and Trainers On Track, bringing our Area club numbers up to the desired minimum of four. Sun-Up is the Division's second breakfast meeting club, following Inverell Breakfast which chartered in September 2000.

Congratulations to our newest Distinguished Toastmaster Ray Burgess of Glen Innes club, formerly of several other clubs including Tamworth. We know we are going to see at least one more DTM this year in long-standing Narrabri Toastmaster Anne Rae. We also congratulate Anne on being announced as Narrabri's Citizen of the Year in January. Well done, Anne!

And congratulations to Tamworth Toastmasters celebrating the club's 50th anniversary in this Toastmasters year.

Member numbers are slightly behind on where we started, but there are a several Speechcraft courses underway in the Division which, together with on-going membership building campaigns, should see us finish the year in positive territory. Only four clubs are currently at charter strength but another three are close and look like achieving that by June 30. Three of our clubs are at 12 members or below. One of these has just had two coaches appointed.

Despite the low numbers in some clubs, meetings are almost always effective, conducted in a mutually supportive environment providing learning opportunities for members as they always do. As an interesting aside, if you look at the longevity of clubs in Northern Division, our collective years of providing communication and leadership development opportunities to the community is 267.

This year, Northern Division is last on the list of Division Contests so we won't know until a couple of weeks before the Conference who our representatives are. At the time of writing this report, we were yet to conduct our Area contests. All clubs have concluded competition events and I have to say, my observation is that interest in contests in this part of the world at least, is not currently strong.

Finally, my thanks to our four very dedicated Area Directors – Elizabeth Hingston (Area 31), Leanne Kirchner (Area 1), Elizabeth Lloyd (Area 18) and Margaret Payne (Area 20) – for their hard work and significant travel to support their clubs.

Thank you to the club leaders throughout the Division for their dedication and work, led by Presidents Stephen Beale (Narrabri), John Carleton (Moree), Dave Cullinan (Toastmasters@TRC), Alison Edwards (Fossickers Way and Quirindi), Shiralee Franks (North West Speakers & Leaders), Gerard Haire (Gunnedah), Kevin Hunter (Tamworth Communicators), Iain Mackay (New England), Sarah Massey (Sun-Up Speakers), Bob McDermott (Inverell), Ros Scoble (Trainers on Track), Gail Stone (Glen Innes), Peter van Schaik (Federation) and Marie Ward (Inverell).

Thanks also to past District and Division leaders Bruce George, Ros Scoble and John Taylor for your continued support.

Bob Kirchner OAM DTM
Northern Division Director

Oxley Division Report

Oxley Division is fortunate in having four very dedicated and proactive Area Directors: Area 5 Colin Steber ACB ALB, Area 17 Donna Kildea DTM, Area 29 Susan Hereford-Ashley ACB ALB and Area 30 Charmaine Priestley ACB. Each club within the Division has received both official and unofficial visits from the Area Directors; this close contact ensures each club knows they have continued support from their District representatives.

“What’s Hot”

The northern Club Leadership Leader Training day at Lismore on February 18th and the southern at Nambucca Heads on February 25th were well supported with inspiring trainers, great fellowship and importantly lots of fun. Thanks to all involved, especially the trainers, some of whom travelled considerable distances to share their knowledge with attendees. Thirteen of the sixteen clubs within the Division had four or more club leaders trained!!! Many clubs within the Division are “spreading the word” about Toastmasters and their club meetings through local newspapers, radio, websites and social media.

Club Milestones

- February 15th saw the Mighty Clarence Club celebrate its 25th anniversary in style with local club members and District leaders attending. Congratulations on a fabulous event.
- Summerland Club will celebrate its 50th anniversary on May 10th. I have no doubt this will be a night to remember.
- Coffs Harbour Club celebrates its 40th anniversary on June 1st.
- September 23rd will see one of the younger clubs in the Division, Yamba Yabbies celebrate its 10th anniversary.

Other Division News

Southern Cross University club is in the process of sourcing a new venue and may consider changing meeting times. The club has a dedicated club coach and members from neighbouring clubs also give support and assistance. Unfortunately Bellingen and Districts club has ceased operation due to low numbers and key members resigning due to other commitments. Thank you to Area Director Susan Hereford Ashley for her support during this challenging time, she has been a wonderful representative of Toastmasters.

All Areas within the Division have held successful Area conferences. The second Oxley Division Conference will be held at Coffs Harbour on 25th March. We have no doubt it will be just as successful as the previous conference.

There are no clubs in formation in Oxley Division. However, A17 Director Donna Kildea is following up inquiries about a club at Kyogle.

Two Areas are running Speechcraft/Youth Leadership courses and Mullum Magic Club is involved in a most successful Gavel Club.

Knowing that there are District members always available to advise, encourage and support me in my role as Division Director has been a very positive part of my participation. The Oxley Division will continue to flourish and grow with your continued support and acknowledgement of the distances that the leaders must travel to visit clubs and for training sessions.

Janet Coleman DTM
Oxley Division Director

Western Division Report

By the time you read this report, the Western Division International Speech and Evaluation Contests at Wentworthville Leagues Club on 2 April 2017 will have been run and won. The winners of these contests are competing this weekend. On behalf of all Western Division members, clubs and areas, we wish our contestants every success at this weekend's event. Congratulations on your achievements so far.

One of the highlights in Western Division this year is the formation of CBA Parramatta in Area 13.

Up Up Toastmasters (Area 13) held a special meeting acknowledging *World Down Syndrome Day* (25 March). Club president **Camille Collins** was featured on Channel 7's morning show as part of the community activities associated with this commemoration day. Congratulations to everyone involved in Up Up Toastmasters.

Following an extremely successful Speechcraft Bonanza conducted by Pauline Gilchrist and Phil Reed, many clubs have conducted Speechcraft Courses – some for the first time, with a few clubs having held multiple courses through the year. These include Hawkesbury Valley, Springwood, Glenbrook, Parramatta, Parramatta Pioneers and Winners Circle.

Many special events have either been conducted or are planned for the coming weeks. Blacktown City and Holroyd Toastmasters are organising a debate night in April; and after a break of about 5 years, Parrachievers Westmead co-hosted an Area 4 contest.

There are several notable personal achievements for clubs and members in Western Division:

Congratulations to Garry Egelton of Blacktown City Toastmasters who was acknowledged for 10 years' membership of Toastmasters. In March, Hawkesbury Valley Toastmasters celebrated its 25th anniversary. Congratulations to the many Western Division members who have achieved a Triple Crown this year, either for your own personal achievement and/or your contribution to your clubs' DCP program.

Unfortunately, miscommunication about the qualification for trainers meant that Club Leadership Training was not as effective as expected. We suggest a review of training suitable for both regional and corporate clubs with consideration to holding training in conjunction with Area Contests. This will encourage a greater participation in Area Contests and will reduce travel time and mileage for participants.

Our thoughts are that Area Directors and members who have attended multiple 'Train-the-Trainer' sessions and who have demonstrated competency in conducting training events, should have formal endorsement as '**certified**' or '**endorsed**' trainers. This will ensure a high standard of training and consistency in the information offered.

In addition, there is a need to develop a Division approach to "**Judges Training**" to assist members who undertake roles at our contests.

For and on behalf of the Western Division Executive Committee:

Purnima De Silva (Area 4); Frank Higgins (Area 11), Monique Tonna (Area 13), Nafaris Noordeen (Area 14), Dhammika Kulatunge (Area 26) and Bradley Silk (Area 28).

Chris McLoon ACB ALB
Western Division Director

Nominating Committee Report

I am pleased to advise the following candidates have nominated for District 90 Leadership positions for the Toastmasters District year 2017/2018. As required by Toastmasters International each of the Candidates has completed and signed the Officer Agreement and Release Form.

Office	Candidate	Club
District Director	Shirley Childs DTM	West Pennant Hills
Program Quality Director	Phil Reed DTM	Sociable Seafarers
Club Growth Director	Udo Moerig DTM	Lennox Lightning
Eastern Division Director	Pieta Beggs ACB ALB	Dynamic Dora Creek
Hawkesbury Division Director	Tony Palechek ACG ALB	Dynamic North Shore
Macquarie Division Director	Gian Alarcon ACG ALB	Blacktown City
Northern Division Director	Elizabeth Lloyd ACS ALB	Inverell Toastmasters
Oxley Division Director	Nil at closing date	
Western Division Director	Monique Tonna ACS ALB	Parramatta Toastmasters

The election for these positions will be held during the District Council meeting at the Annual Conference on Saturday 22nd April 2017. All candidates have met the required qualifications for the position they have nominated for. Further nominations for any of the above positions may be made from the floor during the District Council meeting. Any member wishing to do so must have completed the Officer Agreement and Release Form and meet the qualifications for the position for which they are standing.

I would like to thank the Nominating Committee members for their assistance and expertise. Members of the committee are: Mary Ford DTM, Dianne Sammut DTM, Ros Scoble DTM, Reg Stewart DTM, Tom Wilde DTM and Elizabeth Wilson OAM DTM.

At this year's Annual Conference we are conducting a Candidate's Showcase where candidates will have the opportunity to address those in attendance and provide answer to a number of set questions. This will be conducted at the Conference venue from 5:30 on the Friday afternoon.

Bob Kirchner OAM DTM
Nominating Committee Chairman

Motions on Notice

Motion 1: District Alignment

“That from 1 July 2017, District 90 be aligned into thirty-one (31) Areas and six (6) Divisions as per the Table below.”

Moved by: Gary Wilson OAM DTM

Proposed District 90 alignment for 2017/2018					5/2/17
Eastern Division		Northern Division		Oxley Division	
Div/Area	Club Name	Div/Area	Club Name	Div/Area	Club Name
E12	PORT STEPHENS	N1	NEW ENGLAND	O5	PORT MACQUARIE
E12	CESSNOCK CITY	N1	TAMWORTH	O5	TAREE
E12	MAITLAND	N1	TOASTMASTERS @ TRC	O5	HASTINGS MORNING TALKERS
E12	MUSWELLBROOK	N1	SUN-UP	O5	GREAT LAKES SPEAKERS
E12	SINGLETON				
		N18	FOSSICKER'S WAY	O17	SUMMERLAND
E15	CHARLESTOWN	N18	INVERELL	O17	SOUTHERN CROSS UNIVERSITY
E15	NEWCASTLE	N18	MOREE	O17	YAMBA YABBIES
E15	PORT HUNTER	N18	NARRABRI	O17	IN FOCUS
E15	FAST TRACK				
E15	NUNI	N20	FEDERATION	O29	MIGHTY CLARENCE
		N20	GLEN INNES	O29	COFFS HARBOUR
E21	ETTALONG BEACH	N20	INVERELL BREAKFAST	O29	BELLINGEN & DISTRICT
E21	GOSFORD CITY	N20	NORTHERN TRAINERS	O29	NAMBUCCA VALLEY
E21	GOSFORD CITY COUNCIL				
E21	KINCUMBER	N31	GUNNEDAH	O30	BALLINA
E21	TWILIGHT ACHIEVERS	N31	QUIRINDI	O30	BYRON CAVANAGH
		N31	NORTHWEST SPEAKERS & LEADERS	O30	MULLUMMAGIC
E23	ALPHA	N31	TAMWORTH COMMUNICATORS	O30	LENNOX LIGHTNING
E23	HUNTER GOURMET				
E23	NEWLAKE				
E23	WALLSEND				
E24	BLUE GUM FLAT				
E24	BRISBANE WATERS BREAKFAST				
E24	DIGGERS AT THE ENTRANCE				
E24	ERINA				
E24	TOUKLEY & DISTRICT				
E27	DYNAMIC DORA CREEK				
E27	TORONTO				
E27	WYONG				
E27	COASTAL COMMUNICATORS				
6 Areas, 28 clubs		4 Areas - 16 clubs		4 Areas, 16 clubs	

Hawkesbury Division		Macquarie Division		Western Division	
Div/Area	Club Name	Div/Area	Club Name	Div/Area	Club Name
H6	CHATSWOOD EARLY RISERS	M2	CUMBERLAND FOREST	W4	PARRACHIEVERS
H6	CHATSWOOD COMMUNICATORS	M2	DUNDAS	W4	BLACKTOWN CITY
H6	CHINGLISH BILINGUAL	M2	THALES- RYDALMERE	W4	BRUNCH @ WENTY
H6	LANE COVE	M2	WEST PENNANT HILLS	W4	HOLROYD
H6	ORACLE	M2	WESTERN LECTERN	W4	KINGS LANGLEY
H6	HAPPY HUNTERS HILL	M2	RESMED SLEEP TALKERS		
				W11	BLUE MOUNTAINS
H8	AVALON BEACH	M3	FX NORTH RYDE	W11	GLENBROOK
H8	DEE WHY RSL	M3	YES	W11	HAWKESBURY VALLEY
H8	NORTHERN BEACHES	M3	SANDOZ	W11	SPRINGWOOD
H8	SOCIABLE SEAFARERS	M3	MACQUARIE PARK	W11	ENHANCE
H8	SEA EAGLES	M3	MGSM SPEAKERS AND DEBATING		
H8	ST. KIERAN'S MANLY VALE	M3	RYDE DISTRICT	W13	WESTERN GOURMET
				W13	UP UP
H10	CHOICE	M7	DURAL	W13	PARRAMATTA
H10	HARBOURVIEW	M7	THE HILLS DISTRICT	W13	WINNERS CIRCLE
H10	NTH SYDNEY ACHIEVERS	M7	CASTLE HILL	W13	PARRAMATTA PIONEERS
H10	DYNAMIC NTH SHORE	M7	THORNLEIGH	W13	JUSTICE
H10	MORNING STAR	M7	ELOUERA		
H10	NBN	M7	ROUSE HILL	W14	ORANGE
				W14	LITHGOW GATEWAY
H19	CHATSWOOD SPEAKING & LEARNING	M9	KILLARA	W14	BATHURST
H19	CHANDOS CHALLENGERS	M9	KU-RING-GAI	W14	MACQUARIE
H19	MOSMAN	M9	FOCUS ADVANCED		
H19	GE SYDNEY	M9	ROSEVILLE	W26	PARRAMATTA BREAKFAST
H19	AUST CATHOLIC UNIVERSITY	M9	BON APPETIT	W26	PARRAMATTA MIDDAY
				W26	SYDNEY WATER
H22	BALGOWLAH RSL	M16	BEROWRA	W26	ATO PARRAMASTERS
H22	FOREST	M16	HORNSBY DISTRICT	W26	CORPORATE CONNECTIONS
H22	FORESTVILLE	M16	ST. IVES		
H22	MANLY MULTILINGUAL	M16	TURRAMURRA	W28	MT DRUITT KOORI
H22	HARBORD DIGGERS DAYTIME	M16	KEYNOTERS ADVANCED	W28	NEPEAN VALLEY
H22	HARBORD DIGGERS	M16	THE PROFESSIONAL	W28	QUAKERS HILL
				W28	ROOTY HILL
		M25	ENTHUSIASTIC EPPING	W28	ST. CLAIR
		M25	EASTWOOD (IF)		
		M25	CSC MACQUARIE PARK		
		M25	LEADERS IN ACTION		
		M25	NEILSEN SYDNEY		
		M25	MACQUARIE UNIVERSITY		
5 Areas - 29 clubs		6 Areas - 36 clubs		6 Areas - 30 clubs	
	CLUB IN FORMATION		TOTAL ACTIVE CLUBS	153	
	CLUB UNPAID		LESS UNPAID CLUBS	1	
	CLUB MOVING AREA		PLUS CLUBS I/F	1	
	CLUB UNPAID AND MOVING		TOTAL	153	

Motion 2: Contests

“That Continuing motion G1 be replaced with the following

That from 2018 District 90 Contest Finals are to be held as follows:

At the Annual Conference in April/May
International Contest
Evaluation Contest

At a District Contest Day in October/November
Table Topics Contest
Humorous Contest

with Areas and Divisions being permitted to hold all their contests on one day if desired provided the contests are held before the respective Division and District Finals.”

Explanation: Semi-Annual Conferences will not be held after 2017. In their place, Districts are allowed to hold a Contest Day for District Finals. Such a function will be similar in structure to the current Division Contests, being either an afternoon or evening function. This motion will ensure a continuity of current District practice in the future.

Moved by: Shirley Childs DTM

Motion 3: Finance Continuing Motions

“THAT Continuing Motions D1 to D5 be replaced by the following motions numbered D1 to D9, with current motion D5 being renumbered to D10.”

D1 That all budgeted allowances for mileage, accommodation and any other travel expenses, be reviewed by the Finance Committee at the beginning of the financial year and that the established allowances be clearly and accurately recorded in budget supporting documents presented to the District Executive Committee and District Council.

Explanation: To provide flexibility to vary allowances for all mileage, accommodation and other travel claims to meet the budget requirements.

D2 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 each year.

Explanation: This motion is the same as current motion D1; it provides flexibility to vary the allowance for other expenses from one year to the next.

- D3 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 Committee meetings, to all attended District Executive Committee meetings, and to all District 90 Conferences.
 - b. Other expenses – An allowance for other expenses to be determined by the Finance Committee each year.

Explanation: *This motion is the same as current motion D2; it provides flexibility to vary the allowance for other expenses from one year to the next.*

- D4 That for functions they attend at District 90 Conferences, the District pays the full fees for the Conference Chairman and the District Management Committee (being the Senior District Management Committee as defined in B2, the Logistics Manager and the Division Directors).

Explanation: *This gives greater clarity to the old D3 by splitting the conference fees from other expenses.*

- D5 That the allowances for mileage, accommodation and other expenses for the Conference Chairman, the Senior District Management Committee (as defined in B2) and the Logistics Manager be determined by the Finance Committee each year.

Explanation: *This brings the accommodation allowance for the Senior District Management Committee in line with what may be allowed for Area and Division Directors and provides flexibility to bring the accommodation allowance in line with the District travel budget.*

- D6 That the District pays accommodation expenses of all Senior District Officers required to attend mid-year training and training in conjunction with the International Convention; such payments to be determined by the Finance Committee each year and the number of nights' accommodation to be determined by the District Director of that year.

Explanation: *Original motion D5 considered to be cumbersome has been split into two motions – one covering the Senior District Officers required to be trained and the other to cover the Immediate Past District Director (see D7). The motion has also been changed to provide flexibility to bring accommodation in line with the District travel budget.*

- D7 That the District pays accommodation expenses for the Immediate Past District Director (if he/she leads the District to Distinguished or better during his/her year, as confirmed by Toastmasters International) to attend the International Convention; such payment to be determined by the Finance Committee each year and for a maximum of four nights only.

Explanation: *This provides flexibility to bring the accommodation allowance in line with the District travel budget.*

- D8 That the allowances for mileage, accommodation and other expenses for District Staff Officers be determined by the Finance Committee each year.

Explanation: *The Audit Committee recommends that the District has clear guidelines on mileage and accommodation reimbursements for District Staff Officers such as Audio Team, Photographer, Conference Chairman, Speechcraft Officer, TLI Chair etc.*

- D9 That allowances for District 90 members to attend specific events at District 90 Conferences be determined by the Finance Committee each year.

Explanation: *The Audit Committee recommends that the District has clear guidelines on reimbursements for conference events to members such as DTM award recipients, Membership Anniversary awards recipients, educational presenters etc.*

ADDENDUM

District 90 Council Continuing Motions

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:

(a) Formulate practices for the operation of District 90.

(b) 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.

(c) 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:

- (a) Toastmasters International's Policies and Protocols
- (b) Toastmasters International's District Leadership Handbook
- (c) 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:

- (a) Nominations to be called for by 31 January from clubs and members, with nominations to close on 15 May.
- (b) Any eligible Toastmaster, excluding District Management Committee members, may be nominated.
- (c) Each nominator may nominate only one Toastmaster.
- (d) 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 that 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.



**Prepared by Leanne Kirchner ACB ALB & Bob Kirchner DTM
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