

TOASTMASTERS INTERNATIONAL

DISTRICT 90, REGION 12

SEMI ANNUAL CONFERENCE

3–5 NOVEMBER 2017

AGENDA and REPORTS BOOK



"Where Leaders Are Made"

Panthers

Port Macquarie, NSW

**District Council Meeting
 Toastmasters International - District 90
 Saturday, 4 November 2017
 Panthers, Port Macquarie, NSW**

AGENDA

Item	Page
1. Opening and Welcome	2
2. Apologies	
3. Remembrance	
4. Establishment of Quorum	
5. Minutes of District Council Meeting held 22 April, 2017.....	3
6. Correspondence	11
7. Reports	
7.1. Audit Report.....	16
7.2. Finance Report 2016-2017	17
7.3. Finance Report 2017-2018	23
7.4. 2017-2018 Budget	24
7.5. District Director’s Report	27
7.6. Program Quality Director’s Report.....	29
7.7. Club Growth Director’s Report	31
7.8. Public Relations Manager’s Report	33
7.9. Immediate Past District Governor’s Report.....	34
7.10. Eastern Division Director’s Report	35
7.11. Hawkesbury Division Director’s Report	36
7.12. Macquarie Division Director’s Report	37
7.13. Northern Division Director’s Report	38
7.14. Oxley Division Director’s Report	39
7.15. Western Division Director’s Report	40
8. Motions on Notice.....	41
9. General Business	
10. Close	
ADDENDUM	
District 90 Council Continuing Motions	42
District 90 Council Meeting and Voting Proxies	46

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 ACB ALB, ably assisted by
Bob Kirchner OAM DTM, for compiling this Agenda & Reports Book,
and to Proof-readers Debbie Tibbles DTM and Jan Vecchio DTM**

Minutes of District 90 Annual Council Meeting

Held at 8:30am Saturday, 22nd April 2017

at Rooty Hill RSL Club.

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
Linda Said	ACS ALB	Acting Administration Manager
Jan Vecchio	DTM	Finance Manager
Bob Kirchner	DTM	Immediate Past District Director
Demian Coorey	DTM	Parliamentarian

Open

8:30am banner parade led by the Division Banners, followed by the District 90 banner, Aboriginal, NSW and the Australian flags, as below. Voice over by Reg Stewart DTM.

Eastern Division	Leesa Barnard DTM
Hawkesbury Division	Melanie Cheong ACB ALB
Macquarie Division	Geri Rich DTM
Northern Division	Bob Kirchner OAM DTM
Oxley Division	Jan Coleman DTM
Western Division	Chris McLoon ACB ALB
District 90	Alison Lavick DTM
Aboriginal Flag	Robert Leslie ACB CL
NSW Flag	Tom Woods ACS CL
Australian Flag	Rick Haynes DTM

Singing of Australian National Anthem.

Opening remarks

Michael Said extended a welcome to 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. Michael extended speaking rights to Toastmasters International President Mike Storkey DTM and his wife past District 69 Governor Lesley Storkey DTM.

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.

Michael explained how to use your voting rights.

Introductions

- Introduction of the head table
- Welcome to Toastmasters International President Mike Storkey DTM and his wife, Leslie Storkey DTM
- International Director from Region 12, David Fisher DTM
- Past International Director, Gary Wilson OAM DTM
- Past Region Advisor – Region 12 PDG Sue Haynes DTM
- Past Region Advisor – Region 12 PDG Philip Bendeich DTM

Welcome to our Past District Governors

- Chris Veitch DTM
- Peter Leney DTM
- Gary Wilson OAM DTM
- Elizabeth Wilson OAM DTM
- Richard Stacey DTM
- John Taylor DTM
- Reg Stewart DTM
- Nick Rinaldi DTM
- Sue Haynes DTM
- John Inglis OAM DTM
- Ian Chick DTM
- Philip Bendeich DTM
- Kaylene Ledger DTM
- Jan Vecchio DTM
- Joan Rinaldi DTM
- David Fisher DTM
- Bob Kirchner OAM DTM

District 70

- Current District 70 Director, Rebecca Plush DTM
- Current District 70 Program Quality Director, Peter Crosby DTM

District 69

- International President Mike Storkey DTM
- Lesley Storkey DTM
- Marilyn Freeman DTM

Reading of the Mission of the District

Carol Williams ACG ALB, Area 24 Director

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

Annual Conference Official Welcome

Annual Conference Chairman Gill Walker ACB ALB welcomed everyone to the 2017 Annual Conference.

Apologies

Motion: That the apologies as per the apologies book be accepted.

Moved by Linda Said

Seconded by Tom Woods

Motion Carried

District Director's Report

Motion: That the District Director's report as printed in the Agenda and Reports Book be adopted.

Moved by Michael Said

Seconded by Bob Leslie

Motion Carried

There was no discussion.

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

Program Quality Director's Report

Motion: That the Program Quality Director's report as printed in the Agenda and Reports Book be adopted.

Moved by Shirley Childs

Seconded by Dianne Sammut

Motion Carried

There was no discussion.

Club Growth Director's Report

Motion: That the Club Growth Director's report as printed in the Agenda and Reports Book be adopted.

Moved by Phil Reed

Seconded by Chris McLoon

Motion Carried

There was no discussion.

Public Relations Manager's Report

Motion: That the Public Relations Manager's report as printed in the Agenda and Reports Book be adopted.

Moved by Udo Moerig

Seconded by Susan Hereford-Ashley

Motion Carried

There was no discussion

Immediate Past District Director's Report

Motion: That the Immediate Past District Director's report as printed in the Agenda and Reports Book be adopted.

Moved by Bob Kirchner

Seconded by Scott Johnston

Motion Carried

There was no discussion.

Division Reports

Eastern Division Director's Report

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

Moved by Leesa Barnard

Seconded by Gail Heggie

Motion Carried

There was no discussion.

Hawkesbury Division Director's Report

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

Moved by Melanie Cheong

Seconded by Alison Lavick

Motion Carried

There was no discussion.

Macquarie Division Director's Report

Amendment: "diarising" to be replaced by "organising"

Motion: That the Macquarie Division Director's report as printed in the Agenda and Reports book as amended be adopted.

Moved by Geri Rich

Seconded by Joanne Keevers

Motion Carried

There was no discussion.

Northern Division Director's Report

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

Moved by Bob Kirchner

Seconded by Leanne Kirchner

Motion Carried

There was no discussion.

Oxley Division Director's Report

Amendment: Club Milestones: "May 10th" to be replaced by "June 10th". Other division news: "Kyogle" to be replaced by "Casino"

Motion: That the Oxley Division Director's report as printed in the Agenda and Reports book as amended be adopted.

Moved by Jan Coleman Seconded by Charmaine Priestley Motion Carried
There was no discussion.

Western Division Director's Report

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

Moved by Chris McLoon Seconded by Eddie Vander Hout Motion Carried
There was no discussion.

District Leadership Committee's Report

Motion: That the District Alignment Leadership Committee report as printed on in the Agenda and Report book be adopted.

Moved by Bob Kirchner Seconded by Jen Burch Motion Carried
There was no discussion.

Election of District Officers for 2017-2018

Position	Nomination	Elected
District Director	Shirley Childs DTM	Unopposed
Program Quality Director	Phil Reed DTM	Unopposed
Club Growth Director	Udo Moerig DTM	Unopposed

Division Directors	Nomination	Elected
Eastern Division	Pieta Beggs ACB ALB	Unopposed
Hawkesbury Division	Tony Palechek ACG ALB	Unopposed
Macquarie Division	Gian Alarcon ACG ALB	Unopposed
Northern Division	Elizabeth Lloyd ACS ALB	Unopposed
Oxley Division	Colin Steber ACB ALB	Unopposed
	Nominated by Jan Coleman	
	Seconded by Justyn Phillips	
Western Division	Monique Tonna ACS ALB	Unopposed

Note: Bob Kirchner – all paper work has been completed by Colin Steber.

Motions on Notice

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

Gary Wilson, Chairman of the Alignment Committee, outlined the proposed alignment for 2017-2018.

Amendment: There was one unpaid club at the time of printing. All clubs are currently paid as at end march 2017.

Motion 3: Finance Continuing Motions

Motion: 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.

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.

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.

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).

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.

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.

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.

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

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

Moved by Jan Vecchio

Seconded by Jan Coleman

Discussion

None

Motion carried.

Future Conferences:

- 2017 Semi-Annual Conference – Friday to Sunday, 3rd, 4th and 5th November at Port Panthers, Port Macquarie presented by Justyn Phillips.
- Bids are open for the 2018 Annual Conference on 4th, 5th and 6th May.

General Business

- There was no further business.

Announcements

Club leadership training for club executive officers and future leaders will be held across District 90 from June. Training sessions will be held in each division - Please consult the Calendar and the What's On Pages on the District Website for details as they are finalised.

The 2017 Toastmasters International Convention, will be held in Vancouver Canada from 23rd to 26th August.

Michael Said thanked:

- District Publications Officer Leanne Kirchner ACB ALB for producing the Agenda and Reports book for this meeting. The work involved in preparing the Agenda and Reports 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, please also thank our ever-vigilant proof-readers Jan Vecchio and Debbie Tibbles.
- Admin Manager Debbie supported by Incoming Administration Manager John New and Past D70 Secretary Linda Said, for preparing all the printed material for this meeting. Debbie's extensive preparation had allowed a seamless transition for both Linda and John.
- Returning Officer Reg Stewart and his team.
- Voting Rights Desk Coordinator Phil Reed and his team.
- Our Timers.
- District Audio Team leader Greg Holterman and his assistant Laurel Holterman.
- District Photographer Suben Subenthrian.
- And you our District Council Members.

Close

- Logistics Manager Tanya Wickham announced upcoming events for the weekend.
- Thank you to everyone for attending and all who participated and assisted in this meeting.
- We will aim to distribute the minutes of this meeting by the 27th May in line with our next District Executive.
- This District Council is adjourned.

Meeting closed at 9:45am.

Meeting closed at 4.20pm

Certified as a true and accurate record..... _____

Correspondence Inwards

CORRESPONDENCE IN				
District 90 - Region 12 - Toastmasters International 2016 / 2017				
N°	Date	To	From	Details
R76	7/4/17	New Clubs (TI)	CGD	Response re New Clubs Sponsor and Mentors
R77	3/4/17	Graeme Bellach	DD	Perpetual Trophy - Toastmaster of the Year
R78	25/4/17	Darrin Choi, TI	FM	Confirming receipt of D90 March close figures
R79	2/5/17	Club Officers	CGD	Response re access to Club Central
R80	3/5/17	Districts (TI)	CGD	Response re Club Leadership Handbooks
R81	10/5/17	New Clubs (TI)	CGD	Response re Sun Up Speakers Sponsors
R82	10/5/17	New Clubs (TI)	CGD	Response re Trainers Sponsors
R83	19/5/17	Semi Finals (TI)	CGD	Acknowledgement D90 International Contest Winner
R84	20/5/17	New Clubs (TI)	CGD	Reply re Oracle Club Sponsor
R85	20/5/17	Districts (TI)	DD	Response re Clarification of Proposal A
R86	21/5/17	Speechcraft D90	Florian Bay	Permission to use D90 Speechcraft Manuals
R87	23/5/17	Requisition for Funds	FM	Acknowledgement Requisitions for funds
R88	24/5/17	Districts (TI)	CGD	Response re CLT - Club Central
R89	24/5/17	Districts (TI)	DD	Reply re Voted in Area Directors
R90	24/5/17	Donna Avery	FM	Renewal Public Liability Insurance
R91	2/6/17	List Request TI	CGD	Response regarding 2017-2018 Club Officers
R92	29/5/17	Carol Murphy / Marianne King	DD	Toastmasters Application - issue with data security
R93	3/6/17	Membership (TI)	DD	Response regarding TM Application - issue with data security
R94	6/6/17	New Clubs (TI)	CGD	Confirmation of appointment of Eastwood Mentor - Gary Melikian
R95	8/6/17	Greg Wingrove (TI Finance Team)	FM	Confirmation regarding Mike Storkey accomodation claim
R96	8/6/17	Telstra Business	FM	Confirmation 1300 enquiries number diversion
R97	20/6/17	Telstra Business	FM	Confirmation authorised reps on account
R98	21/6/17	Ricoh	AM	Quote for relocation of copier
R99	17/6/17	Ryde District TM	AM	Clarification regarding liability of venue hire
R100	27/6/17	Districts (TI)	PQD	Response re AD / DivD Training - Bob Kirchner
R101	27/6/17	Toastmasters International	DD	Multiple emails regarding provision of club mailing addresses
CORRESPONDENCE IN				
District 90 - Region 12 - Toastmasters International 2017 / 2018				
R001	4/7/17	Districts (TI)	PQD	Delay in listing prospective clubs on the Find a Club database
R002	5/7/17	Ricoh	AM	Invoice for photocopier relocation
R003	5/7/17	Trans-West Insurance Brokers	FM	Policy wording and schedule for D90
R004	5/7/17	Membership (TI)	IPDD	Requirements for reinstating Bellingen Toastmasters
R005	6/7/17	Ricoh	AM	Invoices incorrectly issued to D70 for photocopier relocation
R006	7/7/17	New Clubs (TI)	CGD	Response to query from club in formation re accessing Club Central and members section
R007	8/7/17	Districts (TI)	DD	Processing of district leaders
R008	11/7/17	New Clubs (TI)	CGD	Further response to query from club in formation re accessing Club Central and members section
R009	11/7/17	Districts (TI)	DD	Ack of club alignment for 2017-18
R010	11/7/17	Districts (TI)	DD	Ack of District calendar for 2017-18
R011	14/7/17	New Clubs (TI)	PQD	Emails in and out re obtaining a list of Gavel Clubs
R012	15/7/17	Membership (TI)	IPDD	Update on completing the reinstatement process for Bellingen Toastmasters

R013	19/7/17	Membership (TI)	IPDD	Update on completing the reinstatement process for Bellingham Toastmasters
R014	19/7/17	Ricoh	AM	Invoices incorrectly issued to D90 for D70 payments
R015	22/7/17	Accounts Payable TI	FM	Response to request for reimbursement of new member kits
R016	27/7/17	Pathway Guides (TI)	PQD	Response to D90 Pathways rollout schedule
R017	2/8/17	Districts (TI)	DD	Find a Club is now working
R018	2/8/17	Districts (TI)	DD	Realignment of Bon Appetit to M Division, A9 is complete
R019	9/8/17	Darrin Choi, TI	FM	Confirmation that D90 financial documents tracking number received
R020	9/8/17	Darrin Choi, TI	FM	D90 Q4 financial documents received
R021	9/8/17	Joanne Keevers	CGD	Response re operation of Find a Club
R022	16/8/17	Melanie Cheong	FM	Email trail re chartering Eastwood Toastmasters
R023	19/8/17	Districts (TI)	PQD	Response re query on CLT credit for clubs that charter from 1 Sep to 30 Nov
R024	22/8/17	New Clubs (TI)	CGD	Response re query: can a club specify a charter date
R025	24/8/17	Club Coach (TI)	DD	Reappointment of Trevor McIlveen as club coach
R026	26/8/17	Club Coach (TI)	CGD	Reappointment of Andrew Sayers and Les Saville as club coaches
R027	28/8/17	Club Coach (TI)	CGD	Reappointment of Stephen Thatcher as club coach
R028	28/8/17	Melanie Cheong	DD	Have submitted charter forms for Eastwood
R029	30/8/17	Club Coach (TI)	CGD	Appointment of Keith Barnett and Trevor Fitness as club coaches
R030	1/9/17	Pathway Guides (TI)	PQD	Ack and further tasks re Pathway Guides
R031	2/9/17	Pathway Guides (TI)	PQD	Ack and further tasks re Pathway Guides
R032	6/9/17	Pathway Guides (TI)	PQD	Information re Pathway Guides
R033	6/9/17	Districts (TI)	DD	Response re realignment of Eastwood Toastmasters
R034	7/9/17	Bob Steele (TI)	DD	Updated Eastwood Toastmasters alignment
R035	8/9/17	New Clubs (TI)	DD	Updated Eastwood Toastmasters alignment
R036	20/9/17	Districts (TI)	DD	Response re Videoing of District International Speech Contest
R037	21/9/17	Speech Contests (TI)	DD	Response re Videoing of District International Speech Contest
R038	22/9/17	Pathway Guides (TI)	PQD	Response re kits for clubs not received
R039	22/9/17	Requisition for Funds	FM	Response re requisition of funds

Correspondence Outwards

CORRESPONDENCE OUT				
District 90 - Region 12 - Toastmasters International 2016 / 2017				
N°	Date	To	From	Details
S101	7/4/17	New Clubs (TI)	CGD	New Club Sponsors and Mentors
S102	15/4/17	Districts (TI)	CGD	Talk Up Toastmasters Results
S103	17/4/17	Colin Steber	AM	Sympathy Card - passing of father-in-law
S104	17/4/17	Tim Szapak	AM	Get Well Card
S105	21/4/17	Graeme Ballach	DD	Response re Perpetual Trophy - Toastmaster of the Year
S106	23/4/17	Darrin Choi, TI	FM	D90 March Close
S107	29/4/17	Club Coach (TI)	CGD	Coach for St Clair
S108	29/4/17	Club Coach (TI)	CGD	Club for Choice
S109	27/4/17	Districts (TI)	CGD	Access to Club Central
S110	28/4/17	Districts (TI)	CGD	Club Leadership Handbook
S111	5/5/17	New Clubs (TI)	CGD	Sun Up Speakers Sponsors
S112	5/5/17	New Clubs (TI)	CGD	Trainers Club Sponsors
S113	17/5/17	Semi Finals (TI)	CGD	D90 International Contest Winner
S114	17/5/17	New Clubs (TI)	CGD	Oracle / Club Sponsor
S115	7/5/17	Districts (TI)	DD	Clarification with Proposal A
S116	21/5/17	Florian Bay	Speechcraft	Reply re Permission to use D90 Speechcraft Manuals
S117	21/5/17	Requisition for Funds	FM	Funds Requisition D90
S118	19/5/17	Districts (TI)	CGD	CLT - Club Central
S119	22/5/17	Districts (TI)	DD	Voted in Area Directors
S120	27/5/17	New Clubs (TI)	CGD	Appointment of Mentor - Eastwood
S121	2/6/17	Blacktown Workers Club	LM	Room Waiver application
S122	1/6/17	Districts (TI)	CGD	Request for list of 2017-2018 Club Officers
S123	29/5/17	Membership (TI)	DD	Forward Toastmasters Application - issue with data security
S124	26/5/17	New Clubs (TI)	CGD	Appointment of mentor Eastwood - Gary Melikian
S125	8/6/17	Districts (TI)	CGD	Incoming Club Officers - duplications on list provided
S126	29/5/17	Accounts Payable TI	FM	Claim for Mike Storkey accomodation (AC)
S127	8/6/17	Telstra Business	FM	Direction of 1300 enquiries number
S128	16/6/17	Telstra Business	FM	Authorised Reps on Account
S129	21/6/17	Ryde District TM	TRIO	Responses regarding query on Liability of venue hire
S130	20/6/17	Districts (TI)	PQD	List of 2017-2018 District Officers plus Officer Release forms
S131	26/6/17	Districts (TI)	CGD	Area Director reports - Eastern Division
S132	25/6/17	Districts (TI)	PQD	Area and Divison Director Training - Bob Kirchner
S133	29/6/17	Membership (TI)	DD	Reinstatement payment sheet for Bellingen Toastmasters
CORRESPONDENCE OUT				
District 90 - Region 12 - Toastmasters International 2017 / 2018				
N°	Date	To	From	Details
S001	1/7/17	Districts (TI)	PQD	Emails regarding club officer lists
S002	3/7/17	Districts (TI)	PQD	Query re posting Waitara Windbags on the Find a Club database
S003	6/7/17	D70	AM	Invoices incorrectly issued to D70 for photocopier relocation
S004	6/7/17	Districts (TI)	CGD	Query from club in formation re accessing Club Central and members section
S005	7/7/17	Districts (TI)	DD	Updated list of district leaders
S006	9/7/17	Districts (TI)	DD	Club alignment for 2017-18
S007	9/7/17	Districts (TI)	DD	D90 calendar

S008	10/7/17	Membership (TI)	IPDD	Informing TI of progress re reinstatement of Bellingen Toastmasters
S009	11/7/17	Richard Crisp	AM	Thinking of you card
S010	11/7/17	Membership (TI)	IPDD	Query re access to Club Central while Bellingen Toastmasters is being reinstated
S011	14/7/17	Membership (TI)	IPDD	8 Form 400s for renewing/joining members at Bellingen Toastmasters (email chain) (Original 29/6/17)
S012	15/7/17	Accounts Payable TI	FM	Reimbursement request for postage of New Member Kits
S013	18/7/17	Mike Williams	AM	Get Well Card
S014	19/7/17	D70	AM	Invoices incorrectly issued to D90 for D70 payments
S015	27/7/17	Inverell Breakfast Club	AM	Sympathy card - passing of Zara Wilmshurst
S016	27/7/17	Greg Wingrove (TI Finance Team)	FM	Accrual template, Fixed Asset template, Reconciled bank accounts
S017	29/7/17	Judith Harcourt	AM	Sympathy card - passing of her partner Justin
S018	23/7/17	Pathway Guides (TI)	PQD	Response re launch of Pathways in D90
S019	24/7/17	DMC	Auditor	Audit committee review
S020	24/7/17	Auditor + DMC	FM	Response re audit
S021	27/7/17	Greg Wingrove (TI Finance Team)	FM	2016-17 District finance final steps
S022	1/8/17	Districts (TI)	DD	Correction of district alignment omission
S023	1/8/17	Districts (TI)	DD	Find a Club fields not working
S024	4/8/17	Darrin Choi, TI	FM	D90 June reports
S025	8/8/17	Darrin Choi, TI	FM	Dispatch of D90 financial documents to TI
S026	9/8/17	Joanne Keevers	CGD	Forward re response from TI re listing of prospective clubs in Find a Club
S027	11/8/17	Joanne Keevers	CGD	Forward re response from TI re listing of prospective clubs in Find a Club
S028	18/8/17	Districts (TI)	PQD	Question re CLT credit for clubs that charter from 1 Sep to 30 Nov
S029	18/8/17	New Clubs (TI)	CGD	Questions re a club in formation (charter date, fees)
S030	20/8/17	Club Coach (TI)	DD	Reappoint Trevor McIlveen as club coach for Newlake Toastmasters
S031	24/8/17	Club Coach (TI)	CGD	Reappoint Andrew Sayers and Les Saville as club coaches for Macquarie University Club
S032	26/8/17	Club Coach (TI)	CGD	Reappoint Stephen Thatcher as club coach for Newlake Toastmasters
S033	28/8/17	Club Coach (TI)	CGD	Appoint Keith Barnett and Trevor Fitness as club coaches for Federations Toastmasters
S034	28/8/17	Melanie Cheong	DD	Congratulations - Eastwood is chartered
S035	28/8/17	New Clubs (TI)	DD	Align Eastwood Toastmasters with H division, A6
S036	29/8/17	Sue Haynes	AM	Sympathy card - passing of her partner Rick
S037	29/8/17	Geoff Henson	AM	Sympathy card - passing of his partner Jocelyn
S038	1/9/17	Pathway Guides (TI)	PQD	Change in schedule of guides and allocation of clubs
S039	3/9/17	Pathway Guides (TI)	PQD	Confirmation of Pathway Guides change
S040	3/9/17	Pathway Guides (TI)	PQD	Contact details for Pathway Guides
S041	4/9/17	New Clubs (TI)	DD	Request to correctly align Eastwood Toastmasters to H division, A6
S042	5/9/17	New Clubs (TI), Districts (TI)	DD	Request to correctly align Eastwood Toastmasters to H division, A6
S043	6/9/17	Bob Steele (Districts)	DD	More information on request to correctly align Eastwood Toastmasters

S044	9/9/17	New Clubs (TI)	DD	Thanks for aligning Eastwood Toastmasters
S045	9/9/17	Bob Steele (Districts)	DD	Thanks for aligning Eastwood Toastmasters
S046	10/9/17	Annette Roberts Wilde	AM	Sympathy card - passing of her father
S047	15/9/17	Donalda Hill	AM	Sympathy card - passing of her husband John
S048	19/9/17	Districts (TI)	DD	Query re Videoing of District International Speech Contest
S049	21/9/17	Requisition for Funds	FM	Funds Requisition D90
S050	22/9/17	Pathway Guides (TI)	PQD	Query re kits for clubs not received
S051	22/9/17	Speech Contests (TI)	DD	Response re Videoing of District International Speech Contest
S052	22/9/17	Pathway Guides (TI)	PQD	Response re kits for clubs not received

REPORTS

Audit Committee Report

In July 2017, the District 90 Audit Committee undertook the end-year audit of the District 90 financial records for the year ended 30 June 2017.

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 and Gian Alarcon for your support and commitment.

Ian Lipski ACG ALB
Audit Committee Chairman

Finance Report 2016-2017

This year, District 90 recorded a surplus of income over expenditure. The net result is \$19,091 compared with the previous year deficit of \$1,061. Overall, we exceeded our budget surplus by \$14,020. The main reasons are –

- Membership income – income is over budget by \$8,475
- Marketing Expense – expenditure is under budget by \$3,171.
- Communications and PR expenses – expenditure is under budget by \$6,631

An additional saving to the District was the sacrifice made by some senior officers in not claiming mileage and lodging when attending various district events during the year. Had these claims been made, travel expenditure would have been significantly higher than budget.

The end-of-year audit was completed at the end of July 2017. The audit of the records from 1st January to 30th June 2017 met the requirements of Toastmasters International. Thank you to **Ian Lipski** (Audit Committee Chair) and his team of Auditors, **Wendy Lipski** and **Gian Alarcon** for their commitment and professional approach in conducting the Audit.

Thank you to –

Linda Said (Contest Budgets Officer) for diligently managing the Contest Budget submissions, amendments and approvals process throughout the year.

Gail Heggie (Claims Officer) for tediously 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.

Tanya Wickham (Semi-Annual Conference Chair) with assistance from Pieta Beggs, **Gill Walker** (Annual Conference Chair) and **Tanya Wickham** (Changeover Dinner Chair) for carefully planning, organising and presenting district events which collectively yielded a \$59 surplus. This is within keeping of the District policy to have conferences break even.

Attached to this report are the end of year financial accounts (with narratives, conference account details and available funds) for 2016-2017 year. Both the audited year-end accounts and the budget were lodged with WHQ to meet the requisite deadlines.

Thank you for entrusting me with the responsibility of looking after the District finances over the last two years. It has been a pleasure to serve the members of District 90.

Jan Vecchio DTM
Immediate Past Finance Manager

District 90 Conference Account 2016-2017

Conference Account Details	Other	2016 SAC	2017 AC	2017 COD	refund IP	Total
Gross income	\$ 90.00	\$ 21,250.00	\$ 33,889.00	\$ 6,825.00	\$ 661.58	\$ 62,715.58
Bank Charges		\$ (50.00)	\$ (50.00)	\$ (20.00)		\$ (120.00)
2016 COD Program	\$ (396.00)					\$ (396.00)
Gifts and thankyou		\$ (164.89)	\$ (248.58)			\$ (413.47)
Venue/Catering		\$ (19,032.00)	\$ (22,811.00)	\$ (6,160.00)		\$ (48,003.00)
Room rental			\$ (7,800.00)	\$ (200.00)		\$ (8,000.00)
Lanyards		\$ (517.00)				\$ (517.00)
PayPal charges		\$ (343.67)	\$ (554.47)	\$ (157.88)		\$ (1,056.02)
Merchant Fee		\$ (12.32)				\$ (12.32)
Printing promotional material			\$ (330.00)			\$ (330.00)
Program cost		\$ (811.00)	\$ (935.00)	\$ (490.00)		\$ (2,236.00)
Photocopying		\$ (172.98)				\$ (172.98)
Satchels		\$ (1,162.57)				\$ (1,162.57)
	\$ (306.00)	\$ (1,016.43)	\$ 1,159.95	\$ (202.88)	\$ 661.58	\$ 296.22

District 90 Available Funds as at 30 June 2016

District 90 Available Funds (in AUD)

Reporting Book: ACCRUAL
 As of Date: 30/6/17
 Cost Center: District 90

Month Ending
 30/6/17

Available Funds

Cash & District Reserve		
Cash		
Cash - Commonwealth 8508	23,394.98	Main
Cash - Commonwealth 8516	<u>2,770.69</u>	Conference
Total Cash	26,165.67	
District Reserve	<u>106,826.54</u>	
Total Cash & District Reserve	<u>132,992.21</u>	
Minimum District Reserve Required at Year E	<u>(18,907.55)</u>	
Total Available Funds	<u><u>114,084.66</u></u>	

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Narratives for 30 June, 2017, Accounts



TOASTMASTERS INTERNATIONAL
Narratives for
June
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 **\$ 84,102.69**
 The budget for June = \$3,626. June membership revenue = \$1,845 - underbudget by \$1,781. Actual membership revenue to the end of June 2017 is \$84,103 compared with the prior year \$72,045. 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, the effort to have all clubs at 20+ members by the end of June and incentives in place to encourage clubs to build membership. **The overall result for the YTD shows actual over budget by \$8,475.** This is a satisfactory financial result but unfortunately membership numbers fell short of the district goal.

Conference Net Income/(Loss) **\$ 296.22**
 Income in June is \$5,638 which includes \$662 reimbursed by WHQ for lodging for International President (to attend AC in April) and \$4,976 for Changeover Dinner. In June, \$10 was incurred for bank charges, \$34 for PayPal charges, \$200 for room rental for Changeover Dinner, \$6,160 for meals at Changeover Dinner, \$490 for the Changeover Dinner program and \$249 for gifts at the Annual Conference. A total of \$7,143. None of this expenditure was in the budget. The overall surplus for the 2017 AC is \$1,160, and for the Changeover Dinner a loss of \$203 was incurred. **Overall both conferences and the Changeover Dinner have incurred a net loss \$59** which is within keeping of the District policy to have Conferences at break-even. Other amounts in the Conference Account are expenditure relating to 2016 of \$306 and the reimbursement for lodging for the IP of \$662 - making an overall net surplus of \$273. Note that the offsetting expense for the IP lodging of \$662 is in 7058/961.

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 **\$ 3,366.00**
 There was no other revenue budgeted for June. This account represents GST refunds from the Australian Taxation Office, received into the Main Account for the June 16, September 16, December 16 and March 17 quarters. The difference between budget and actual for the period to date is dependent on the expenditure for the period. **To date, this portfolio is under budget by \$138.**

Marketing **\$ 1,996.90**
 The focus for June was to pay for incentives for one new club \$365 (Banner, banner bag, timing lights, cert. holders etc.). Expenditure incurred in June is \$99 for a pull-up banner for the Club Extension Chair. Actual expenditure for the full year = \$1,997, resulting in the **portfolio being under budget by \$3,171.** Expenditure has been incurred on Storage = \$400 (not budgeted), Photocopying = \$94 (not budgeted), Incentives \$1,411 (budget = \$4,255), Pull-Up Banner = \$99 and realized FX Gain = \$7. Other budgeted expenditure included badges and pins for mentors/sponsors \$463, awards expenses \$100 and room hire \$200. Part of D90 activities is to encourage clubs to grow membership, by providing incentives connected with the Talk Up Toastmasters and Beat The Clock membership campaigns. A club receiving recognition in TUT and BTC, will be given a rebate voucher which will be submitted to D90 with proof of purchase from TSA. (There are conditions with this offer.) 3 clubs have been listed for this reward for TUT - no claims were made.

Narratives for 30 June, 2017, Accounts



TOASTMASTERS INTERNATIONAL

Narratives for

June

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.

Communications and Public Relations

\$ 4,439.07

The June budget allows for monthly Mail Chimp/other website expenses = \$210 + subscriptions (Meet Up) = \$100 (a total of \$310) plus advertising = \$1,000 + postage to send newsletters = \$100 + printing costs for promotional material = \$500. All up the June budget was \$1,910. Expenditure in June = \$1,169 representing 9 months for mailchimp/photobase = \$925 and web costs = \$244 (for now defunct JoinToastmasters website). The total expenditure for the year to date = \$4,439 which relates to the purchase of flash drives = \$798 (budget \$1,000), major campaign = \$1,492 (budget \$4,000) and website-related expense = \$2,149 (budget \$2,5250). **The portfolio is under budget by \$6,631**, with no expenditure for budgeted items such as awards \$200, room rental for VPM/VPPR seminars \$1,000, White Pages advertising \$450, trade-show expenses \$300, postage \$400 and miscellaneous expenses (MeetUp) \$1,200.

Education and Training

\$ 17,131.86

The June budget allowed for printing of diaries of Area Director Training \$400 + venue/catering for AD training \$2,000 + webinars \$70 + first timer ribbons \$71. A total of \$2,541. Actual expenditure for June was FX gain/loss \$15, incentives for clubs to be distinguished \$1,077, room rental for CLT \$110, photocopying for CLT \$96, AD diaries \$947 (budget \$400), venue/catering for AD training \$2,340 (budget \$2,000), photocopying for ADT \$96, supplemental ADT venue \$75, badges and pins \$118, awards expenses \$1,179 and miscellaneous costs \$46 (budget \$141). Significant items of expenditure during the year include registration costs for the DMC team to attend conferences = \$7,650 (budget \$7,560), awards \$2,263 (budget \$1,623), ADT \$3,383 (budget \$2,400) and incentives \$1,077 (budget \$585). Significant underspending was in CLT where savings were made on venue (budget = \$1,600, actual \$452). **Overall expenditure in this portfolio is over budget by \$1,331**, which is a mix of overs/unders throughout the cost centre but which resulted in the district achieving its Distinguished Clubs goal.

Speech contests

\$ -

The June budget was zero and actual for June was zero. No expenditure was incurred in this portfolio during the year. Planned expenditure included Judging Workshops, trophies and cost of Area/Division Contests. **This portfolio is under budget by \$1,700.**

Administration

\$ 6,941.91

The budget for June includes standard admin expenses to cover paper = \$10, copier = \$40, bank charges = \$20, depreciation = \$170, sympathy cards = \$5. Total for these items = \$245. In addition allowance was made for badges \$1,032, business cards \$300, postage \$50 and storage \$500. Expenditures were incurred on badges \$748, business cards \$297, stationery \$35, copier \$69, depreciation \$170 and miscellaneous \$653 (includes insurance). This portfolio includes costs incurred on postage for NMKs which is offset by reimbursements from WHQ for the same amount \$4,031 (for the full year). The YTD actuals are impacted by reversal of accrual at 30 June for cost of voting slips for AC \$132. **This portfolio is under budget by \$220**, an excellent result showing good management by the Administration Manager.

Travel

\$ 38,164.38

The June budget of \$2,810 allowed for lodging and mileage for the District Management Committee/Area Directors to attend the Area Director Training and Changeover event (in certain circumstances). Expenditure for June is \$9,340 - over the monthly bud/budget \$697 by \$8,529. This is largely accounted for by the IPDD submitting claims for 9 months = \$2,840, the PQD submitting late claims = \$1,675 and the cost of bringing regional ADs to the ADT session in Sydney = \$2,804. Expenditure is analysed for the year as follows - District Director actual \$nil/Budget \$3,880; PQD actual \$4,665/budget \$4,080; CGD actual \$4,550/budget \$4,080; PRM actual \$3,258/budget \$2,780; AM actual \$925/budget \$720; Division Directors actual \$5,498/budget \$3,680; Area Directors actual \$8,559/budget \$8,680; IPDD actual \$4,193/budget \$4,020; IP \$677/budget \$NIL (\$662 offset is in conference income); Keynote Speakers actual \$718/budget \$300; other members (audio team, logistics manager and staff officers) actual \$5,122/budget \$2,830. **Overall the travel portfolio is over budget by \$3,134.** Although members were encouraged to claim within 60 days of incurring an expense, this was ignored by some officers thereby distorting the actual-to-budget figures during the year with the largest expenditure being incurred in June. D90 is a large geographical area and travel expenses will always be high with meetings held in regional areas (thereby requiring the majority of DEC members to travel long distances); long distances for regional ADs to attend to club visits; twice-yearly regional Division Contests requiring audio and judges; and mileage allowances for the ADs and Management Team to attend twice-yearly conferences.

Other Expenses

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

Finance Report 2017-2018

I have the privilege of continuing the wonderful work begun by **Jan Vecchio** these past two years. I am grateful for her continued support and mentoring as I undertake this role.

I am also pleased to work alongside a dedicated and professional team...

Gail Heggie – Claims Officer

Frank Anthony – Contest Budgets Officer

Sally Morton – Audit Chair

Marc Jackson and **Hannah Le** – Audit Committee

Special thanks also to **Gary** and **Elizabeth Wilson** who continue to provide excellent service in managing Toastmasters Supplies Australia (TSA). Although affiliated, TSA is a separate entity that does not form part of District finances.

Attached to this report is the proposed budget for the 2017-2018 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. The accounts for the September quarter are also available if requested.

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. It is of paramount importance that our funds are spent wisely for the benefit of our members and to fulfil the mission of the District.

Geoff Pullen CC ALB
Finance Manager

District 90 Budget 2017-2018

District #: 90
 Budget Currency: AUD
 Fiscal Year: 2017-2018



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Total
Membership revenue	560	1,304	26,889	7,909	2,850	773	688	1,561	26,614	8,159	3,629	2,729	83,665
Conference revenue	-	-	-	-	14,300	-	-	-	-	-	34,029	6,825	55,154
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	841	-	-	-	841	-	-	-	-	-	841	3,364
Total revenue	560	1,304	27,730	7,909	17,150	1,614	688	1,561	27,455	8,159	37,658	10,395	142,183
Conference expense	-	-	-	-	13,010	-	-	-	-	-	33,269	7,028	53,307
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TLI expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	365	365	828	465	665	365	365	465	665	665	415	365	5,693
Communications & public relations expense	1,340	7,840	340	1,340	340	340	2,040	340	340	1,565	340	340	16,505
Education & training expense	3,455	442	70	740	2,120	70	870	270	2,214	2,214	5,455	2,720	18,716
Speech contest expense	-	-	-	-	375	-	-	-	-	200	175	-	750
Administration expense	565	245	445	245	545	295	245	565	245	595	545	2,035	6,570
Travel expense	3,315	6,150	4,735	640	4,480	280	2,250	4,780	410	5,030	6,035	2,505	40,610
Other expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District net income/(loss)	9,040	15,042	6,418	3,430	21,535	1,350	5,770	6,420	1,650	10,269	46,234	14,993	142,151
	(8,480)	(13,738)	21,312	4,479	(4,385)	264	(5,082)	(4,859)	25,805	(2,110)	(8,576)	(4,598)	32

	Total	Budget	%	Policy Max
Conference expense	53,307			
Fundraising expense	-			
District store expense	5,693			
Marketing expense	<u>59,000</u>	<u>41.5%</u>	<u>Unlimited</u>	
TLI expense	-			
Education & training expense	<u>18,716</u>	<u>13.2%</u>	<u>30.0%</u>	
Communications & public relations expense	16,505	11.6%	25.0%	
Speech contest expense	750	0.5%	10.0%	
Administration expense	6,570	4.6%	20.0%	
Travel expense	40,610	28.6%	30.0%	
Other expense	-	0.0%	10.0%	
Total Expenses	<u>142,151</u>	<u>100.0%</u>		

Cash & Cash Equivalents per Balance Sheet as of June 30, 2017: 153,829.98

Retention amount needed on June 30, 2018*: 209.16

Remaining funds at Year-end (estimated)**: 132,946.39

*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.

	Date
District Director	
Program Quality Director	
Club Growth Director	
Finance Manager	

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.

Budget Narratives 2017-2018



**TOASTMASTERS INTERNATIONAL
ANNUAL BUDGET
2017-2018**

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	83,665

District 90 is aiming to achieve Distinguished status with membership growth and club growth of 3%. D90 missed out on Distinguished last year, but will continue to follow the similar plans 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.

	1,847
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Conference Net Income/(Loss)

The SAC is planned for the first weekend in November in Port Macquarie. The total registration per person is \$100 - this is broken down into single events to suit those who do not want to attend the full conference. 100 full packages are expected with at least another 20 to attend the Gala Dinner/HS Contest. The total catering cost for attendees with the full package is \$86.50. Room hire is also absorbed in the cost. The overall budgetted surplus for the SAC is \$1190. A preliminary budget is in place for the AC, showing an overall surplus. The AC will be held on the 1st Weekend in May, in Rooty Hill, Western Sydney. Our Changeover dinner is planned for June. A specific budget is not yet available, however we do not anticipate it to be much different from previous years.

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Fundraising Net Income/(Loss)

No fundraising planned.

	-
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TLI Net Income/(Loss)

No TLI events planned.

	-
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District Store Net Income/(Loss)

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

	3,364
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Other Revenue

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.

Marketing**5,693**

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. 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**16,505**

This year sees expenditure in a drive involving "What's in it for you" flyers, tailored to an Australian audience. A new focus on social media campaigns will be introduced as well. The usual expenses of website maintenance, hosting, mailchimp, mailing of promotional material, MeetUp subscription, telephone enquiry line continue to form part of the budget.

Education and Training**18,716**

The main focus is to maximize the number of Distinguished clubs and to have every club with at least 20 members at 30 June (continuing focus). Diamond Tripple Crowns will be introduced for those achieving Tripple Crowns for 3 years in succession. 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 at or above the rank of Division Director. The Administration Awards will continue for clubs achieving goals 9 and 10 in the DCP. Webinars to be expanded as a means of training.

Speech contests**750**

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. Judging Workshops are planned to improve the quality of judging at all levels of the contests.

Administration**6,570**

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**40,610**

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 5 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 increased to 25c/km over 100 km and accommodation is limited to \$130 per night. The TRIO have been limited to \$2,000 for accommodation in August and \$800 in January for training. Lodging and travel of \$4080 is allowed for non-district officers (logistics managers, audio team, CLT trainers, photographer) to attend district sponsored events.

Other Expenses**-**

No miscellaneous expenses.

District Director's Report

Benjamin Franklin said, "Without continual growth and progress, such words as improvement, achievement, and success have no meaning." He was and is so right!

This is the basis of my vision, which is to enable our members by giving them the knowledge and skills they need to learn, grow and progress, for themselves, their families and in their professional lives. My ultimate vision is for all our members to be better people and change the world for the betterment of all.

Our focus this year is to:

- Encourage clubs to implement effective mentoring programs
- Improve club meeting programs and the club environment
- Improve our team work for greater efficiency, better output and bonding among members

Our members are the most important stakeholders in our organisation. If clubs are the heart of our organisation, our members our heartbeat. The focus of everything we do is for the benefit, growth and progress of our members.

Accomplishments

Round One CLT – This year we held more training sessions in the Divisions with the help of our trainers, Division and Area Directors. Gratitude goes to PQD Phil Reed and his team for making these sessions successful. This resulted in a slight increase in the percentage of club officers trained compared with last year. I cannot emphasise enough the importance of training. Training allows officers to strengthen and improve their skills. It brings all officers to a higher level so they all have similar skills and knowledge. In addition, CLT helps the more experienced officers refine their skills, contribute and share at these sessions so that others can learn from their experiences. We will continue to improve training development programs to ensure that our club officers have the necessary and updated skills to help their clubs be successful.

Trio training in Vancouver – District 90 was one of the few Districts to complete the budget and District Success Plan before the training. I am proud to say that this gave the Trio a "good feeling" and helped us in redeveloping and redefining some of our goals and strategies.

Distinguished Clubs, Distinguished District Program – We received the award for Excellence in Program Quality at the Toastmasters International Convention, in recognition of exceptional achievement in Distinguished Clubs for 2016-2017. Gratitude goes to all the clubs that encouraged and helped their members to achieve their goals to be better speakers and leaders and to have reasons to remain in Toastmasters. The effort for this award reflects the effort of the combined team.

International Speech Contest – Congratulations to Dale Rees-Bevan for successfully competing in her round of speech semi-finals at the International Convention in August. Although Dale did not place, her performance was simply amazing.

Communication – The Trio meets fortnightly to discuss challenges, issues and successes. Monthly conversations are also held with all the Division Directors. This has allowed us to identify areas which are successful, those which need attention and to quickly deal with areas which need immediate attention. Such discussions also give rise to opportunities to brainstorm and develop strategies to help our clubs and our members.

Club Excellence – We have over 130 members who have achieved various educational and leadership awards. Six members have achieved the Distinguished Toastmaster award. It gives me great pleasure to congratulate these members for their pursuit in personal development and growth. This is the reason most members remain as members of this great organisation.

The importance of supporting clubs in achieving excellence was apparent in the Board of Directors' Briefing at the recent annual convention. Achieving excellence is the second part of the District Mission. Many of our clubs are no doubt encouraging members in this direction, as evidenced by the number of awards achieved. For our members to continue to be successful, this mission must always be the focus of all clubs. It is important that we continue to create an environment conducive to their progress. This is also emphasized in the message of our newly elected International President Balraj Arunasalam by putting "people first".

I expect all our District leaders to pay attention to club quality and excellence, and to be accountable for the clubs in their charge. In doing so we are helping our members achieve their goals, giving them the validity to remain as members and helping the clubs to be Distinguished clubs.

New Clubs – In August we chartered two new clubs. Congratulations to Joanne Keevers of Waitara Windbags and Melanie Cheong of Eastwood Toastmasters. Our gratitude to both Joanne and Melanie, the other sponsors and the mentors who worked extremely hard and were persistent in their efforts to form these two clubs.

District Conferences & Contests

The Board of Directors confirmed the discontinuation of the October/November District Semi Annual Conference in 2018. Districts may hold a virtual District Council meeting before the end of September to confirm District appointed leaders and the budget. The deadline for budget submission to WHQ remains at 30 September.

It was also determined that the finals for all District contests may only be held at the Annual Conference. This decision makes the motion (passed at the last District Council meeting) to hold two District contest finals at the Annual Conference and two at a District Contest Day in October/November, redundant.

The Board also determined that in 2018, recordings of the winning speeches in District International Speech Contests are to be submitted for judging in a series of regional quarter-finals. Winners of each quarter-final will compete in the International Speech Contest semi-finals at the International Convention.

With the discontinuation of the Semi-Annual Conference, Districts are expected to direct their efforts to strengthening clubs and building new clubs, which is part of the District Mission. This will allow Districts to consider events such as a second round of Area and Division Director training, to take place in October/November.

Our members are our heartbeat. Everything we do in the organisation is about and for our members. We will continue to develop, refine and build a culture of excellence for the benefit of our members. We will make our focus the members' interests, goals and reasons for continued membership. We will serve the members better and support our clubs in achieving excellence.

Shirley Childs DTM
District Director

Program Quality Director's Report

Gill Walker ACB ALB prepared the Club Leadership Training program with most trainers attending a briefing session before Round 1 training began. Our team offered a massive 28 training sessions between June 1st and August 31st. Thank you to the whole team, with a special thanks to Dianne Sammut DTM and Chris McLoon ACS ALB who both went more than the extra mile to present sessions to the club executives.

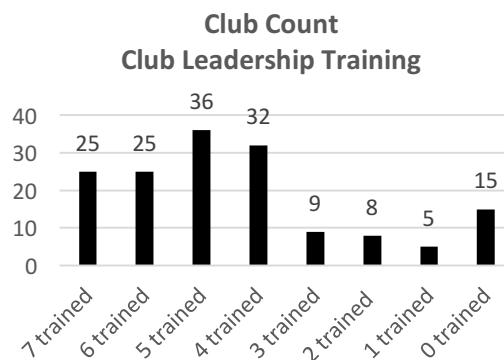
Incoming leaders of both Waitara Windbags and Eastwood participated before their clubs chartered, as well as many non-club leader members.

Stats (at 7 September)

1085 – the total number of leader roles in District 90
695 – 64% of club leaders who attended club leadership training

Leaders of 140 clubs participated in the training. They are now better prepared to manage their clubs for the future.

Congratulations to each club for this success for the club executive and the club members.



- 75% of clubs had four or more leaders trained
- 15% of clubs had one, two or three leaders trained
- 10% of clubs had no leaders trained

The second round of Club Leadership Training will be held between 1st December 2017 and 28th February 2018.

At the District Executive Committee meeting in September, Division and Area Directors suggested items to be included in the training. They also had suggestions for our Winning Sundays training sessions for both "all" members and club leaders.

Winning Sundays Seminars

Speaker's Corner

This morning session is managed by Alicia Curtis DTM. Participants speak to a new group, stretch their comfort zones and receive in depth facilitated evaluations. All speakers feel they receive substantial feedback to assist with future speeches.

Seminars

Dianne Sammut DTM coordinates these seminars. Topics have included Contest Judging, Sponsors Mentors and Coaches, and Mentoring. Future sessions will include: On the internet (Club Web Pages, Meetup, Facebook etc), Membership Building and Membership Retention.

Pathways

We expect Pathways will launch in early December although there are factors outside our control that may affect the launch date.

By the time of the Semi-Annual Conference, Pathways Guides will have begun visiting clubs. During these visits, Guides will give information to the clubs about Pathways and its operation. For those clubs where a physical visit is not practical, we will arrange a webinar. A series of seminars will also be held on selected weekends for members to attend.

Where do members learn about dates of Club Leadership Training and Winning Sundays?

1. What's On page on the District 90 website
2. Posts to the District 90 Facebook page

Youth

Bear Pit

Several years ago, former Premier Mike Baird arranged the Bear Pit Speaking competition in his Manly Electorate. Students up to Year 6 compete at the "Bear Pit" (the chamber of the NSW Parliament). Pauline Gilchrist DTM, participated as a contest judge at the recent competition.

Youth Coordinator, Louise Harrison

Having started several successful Gavel Clubs on the North Coast, Louise is available to assist with youth programs. Louise can be contacted at yl@d90toastmasters.org.au

Conclusion

Thank you to the Program Quality Team for the time and effort they give to District 90 for the benefit of members

Phil Reed DTM
Program Quality Director

Club Growth Director's Report

Where has the year gone? We are already a quarter of the way through the Toastmasters year!

2017-2018 District Goals

District 90 has set a goal to attain, at a minimum, Distinguished status for the 2017-18 year.

To achieve this, we need a 3% growth over our base figures at the 30 June 2017 in both clubs and membership payments.

At the time of writing, we have two newly chartered clubs – Waitara Windbags and Eastwood – giving us a total of 154 clubs. There are several clubs in formation, which will hopefully charter by June 2018 and bring us to our requirement of 157 clubs.

Clubs are lodging their membership payments by the due date and I thank all for doing so. I remind clubs that membership payments need to be lodged by 30 September and 31 March each year for members and clubs to be in good standing. This is essential for any member who is competing; a club must be in good standing for that member to be eligible to compete.

Our goal for membership payments is 6,378 at 30 June 2018, an increase of 3% from the base of 6,192 at 30 June 2017.

Club Growth Teams

1. Club Support Team

Club Support is under the guidance of Tanya Wickham DTM. The role of the team is to provide assistance to clubs "under stress" and/or under charter strength. If your club is in this situation, please approach Tanya and ask how the District can assist.

Action is currently underway to identify clubs which may be under stress and to approach them via the Area Directors to see if assistance can be provided.

2. Sponsors, Mentors and Coaches

Under the direction of Scott Johnston DTM, this team is responsible for suggesting the appointment of Club Sponsors (when required), Coaches and Mentors and to provide support to members appointed to these positions.

Currently there are 10 clubs that have coaches appointed. My thanks to those members who have put their hand up to help. There are a further 24 clubs that are eligible to have coaches appointed.

If you want to attain your DTM before the end of the Pathways transition period, add your name to Scott's list and he will do what he can to help you. Similarly, if your club has 12 or less members, consider appointing a coach to assist.

3. Club Extension (New Clubs)

Lee Buckley CC is responsible for assisting clubs in formation and providing guidance for those who wish to start a new club. Whether a community club, advanced club, corporate club or specialty club, Lee can provide you with assistance and guidance on how to get your new club "up and running". Contact Lee if you have an idea about starting a new club.

4. Membership - New and Retention

- a. **New** – new members are the lifeblood of Toastmasters. Without them our clubs would slowly (or quickly) die as members are lost due to normal attrition.

Toastmasters International conducts several membership building campaigns throughout the year – The Smedley Award, Talk Up Toastmasters and Beat the Clock. District 90 offers incentives for clubs to meet the goals set by these campaigns. Why not get your club involved?

Speechcraft is a tried and true method of attracting new members. If you need help in organising or running a course, contact Pauline Gilchrist DTM, our Speechcraft Coordinator.

- b. **Retention** – “The easiest member to sign up is the one you already have”. Existing members know the benefits Toastmasters provides. Retaining our existing members is an essential part of our work.

Offer your existing members a reason to remain in Toastmasters!

Contact details:

Club Support – Tanya Wickham DTM tanyawickhamtm@gmail.com

Sponsors, Mentors and Coaches – Scott Johnston DTM publicspeaker@bigpond.com

Club Extension – Lee Buckley CC leebuckley@hotmail.com

Speechcraft – Pauline Gilchrist DTM polly.gilchrist@optusnet.com.au

Club Growth Director – Udo Moerig DTM umoerig@gmail.com

My thanks to all members of District 90 for working towards the continued success of our District.

Udo Moerig DTM
Club Growth Director

Public Relations Manager's Report

We are almost a quarter through our Toastmaster's year and the framework for our 2017 Public Relations plan has been set.

Community Radio

We have been allotted slots in two community radio stations to advertise Toastmasters during November. We are in the process of creating a radio advertisement.

Meetup hubs

District 90 and District 70 have joint Meetup hubs to advertise Toastmasters in Sydney, Newcastle and Canberra (under the name of D70 Toastmasters). Details of how to join the Meetup hubs are on the District 90 website under Club Officer Resources. We have plans to set up District 90 Meetup hubs in these regions as well as other areas of District 90 which cannot currently join into these three hubs. Details will be shared with Area and Division Directors as soon as they are available.

Social Media Seminars

Seminars on how to improve your club presence through social media will be held in October. The seminars will cover Facebook, LinkedIn, Meetup and websites.

Toastmasters Australia Website Updated to show District 90

The Toastmasters Australia website (<http://toastmasters.org.au/>) has now been updated to show both District 90 and District 70 in NSW on the map of Australia.

D90 YouTube Channel

District 90 will also have its own YouTube channel where we upload contest speeches and presentations (subject to permission from the participants). Macquarie Division Director, Gian Alarcon, proposed the idea and has agreed to do a pilot run with the contests in his Division.

Anu Vijayan CC CL
Public Relations Manager

Immediate Past District Director's Report

As District 90 enters its third year, it is appropriate to reflect on our efforts in 2016-2017.

Our District did not achieve Distinguished status last year. Overall, club numbers grew but fell short of four additional clubs to meet our target. Congratulations to the sponsors and mentors of these clubs which have now chartered. We were just under 400 membership payments short of our goal. However, we exceeded our Distinguished Club target by 11 clubs which demonstrates our members' dedication to the goals of Toastmasters International.

There was a worldwide trend with fewer Districts achieving Distinguished status last year as compared with prior years. In fact, no Region 12 Districts were Distinguished in 2016-2017. Being present at the Hall of Fame (at the International Convention in Vancouver) where Districts that achieved Distinguished or better were given recognition, has fired up the new District 90 leadership team to reach this goal this year.

We chartered four new clubs during the year: Sun-Up Speakers in Northern Division; nbn in Hawkesbury Division; CSC (now TXC) in Hawkesbury Division; and Oracle in Macquarie Division. With the growth in our club base, the decrease in membership payments translates to every club losing one member. We are focussed on reversing this trend.

The result on paper is no reflection on the effort of our members to deliver a quality product. If we were to charge professional rates for the services our members provide, our annual fees would be around \$5,000 each. Our product is the best training for the dollar cost.

Last year we introduced a Past District Governors/Directors welcome to the incoming District Director. This initiative was a resounding success and we plan to make this a tradition in our District. As Chairman of the Past District Governors/Directors Committee, our group will meet again during the Annual Conference.

As Chairman of the Leadership Committee, I will soon call for nominations for the positions of District Director, Program Quality Director, Club Growth Director, and all six Division Directors for 2018-2019. I am ably assisted by the Leadership Committee members:-

Eastern Division – Gail Heggie DTM
Hawkesbury Division – Debbie Tibbles DTM
Macquarie Division – Dianne Sammut DTM
Northern Division – John Taylor DTM
Oxley Division – Jan Coleman DTM
Western Division – Chris McLoon ACS ALB

As Immediate Past District Director, everything is so clear now. I certainly want to use this clarity to assist Shirley, Phil and Udo to achieve success as a Distinguished District. Thank you to every member for your contribution to our District.

Michael Said DTM
Immediate Past District Director

Eastern Division Director's Report

Thank you to the Area Directors for accepting their roles and working hard to assist their clubs to grow and maintain their high standards. The Eastern Division team is: **Roger Skinner** (A12), **Maria Fernandez** (A15), **Gary Russell** (A21), **Lindi Bowen-Needs** (A23), **Greg Gibson** (A24) and **Stephen Needs** (A27).

Congratulations to Port Hunter Toastmasters club for being awarded the Eastern Division (Tanya Wickham) Trophy 2016-17. This was the first year for the award with many clubs nominating.

Here are some highlights for the year so far:

- The Area 15 (David Heggart) Leadership Award 2016-17 was awarded to Richard Crisp. Fast Track club nominated Richard for the award.
- Fast Track President Judy Maskey has organised advertising in the Newcastle Weekly – this was a joint initiative receiving funding from District 90 and a number of clubs within Eastern Division.
- Judging and Improv. workshops were successful and well attended.
- Dynamic Dora Creek advertises on Community Radio Lake Macquarie FM 97.3 and will be present at the Toronto Spring Fair in October.
- A24 Director Greg Gibson has setup a Central Coast Toastmaster Facebook page to promote all clubs on the coast.
- Coastal Communicators are conducting a Youth Leadership course starting 13th October and running for 4 weeks. There are 10 participants aged between 9-15 years old in the program.

Division Events

- All Area Contests were completed successfully.
- The Eastern Division Humorous Speech and Table Topics contests were held in September. Brisbane Water Breakfast hosted the event at Morisset Country Club. There are currently no clubs that meet near this venue and this was a great opportunity to promote to the wider community. The results were:-
- Humorous speech – 1st Kate Fagan (Newcastle A15), 2nd Prema D'Cruz (Wyong A27), 3rd Peri Sabey (Gosford City A21). Table Topics – 1st Brian Prior (Newcastle), 2nd Martin Beggs (Wyong A27), 3rd George Bocska (Gosford City A21).
- The first round of CLT was completed with a high number (77%) of executives trained and with many non-executive members in attendance. The trainers, Janelle Walker, Lee Buckley and Bruce Lorking, did an excellent job presenting the material.

Clubs in Formation or Prospective Clubs

- Hunter Trainers Toastmaster Club held a demonstration meeting in September at Merewether Golf Club. They advertised through existing clubs as well as Facebook. Port Hunter will sponsor the potential club.

Speechcraft

- 4 Speechcraft courses are on the calendar – Alpha (starting November), Dynamic Dora Creek (starting October), Newcastle (started August) and Wallsend (starting October).

Eastern Division Areas and Clubs have many significant achievements to date. I look forward to them continuing to seek excellence for the remainder of the year.

Pieta Beggs ACS ALB
Eastern Division Director

Hawkesbury Division Director's Report

I am extremely pleased to support a team of very capable and experienced Area Directors: H6- **Jason Wall**, H8 **John Wilson**, H10 **Alicia Curtis**, H19 **Merinda Air** and H22 **Gary Melikian**. The Hawkesbury leadership team is becoming stronger in experience and capabilities each year.

Eastwood Toastmasters, has chartered and is now part of Area H6. This club is the result of tireless work by previous Hawkesbury leaders Melanie Cheong and John Capito, and current leader Gary Melikian, with support from Macquarie Division Toastmasters. Congratulations.

The Division's growth since 1st July is on track to achieve the target for 2017/18 and CLT results indicate excellent work done by the presenters at Hawkesbury's sessions, with support of TLI. All leaders are now set to serve Hawkesbury's members.

Area H6: The club alignment and charter of Eastwood, makes the Area the strongest in the Division, by numbers and area to be covered by the Area Director. The strength lies in the diversity of the clubs. Long established clubs can now support the new club and clubs below charter strength. The Area Director is already supporting a club in need and developing an action plan for making Happy Hunters Hill the strong and prosperous club it used to be. The club is planning a Speechcraft course to recruit new members and support the development of existing members. Chinglish Bilingual is supported by local clubs and is growing in membership after the Humorous Speech and Table Topics Contests, with the largest participation in recent history.

Area H8: One of two very successful areas on the northern beaches, is growing with new members attracted by the club serving the members, i.e. the club is meeting the educational and social needs of the members. The Area is very cohesive and supportive, with each club ready to step in when another club requires encouragement to deliver on the Toastmasters promise. Sea Eagles Toastmasters Club is in preparation for its 50th Anniversary celebration in October. Northern Beaches will be celebrating its 15th Anniversary in November. Dee Why RSL Toastmasters Club Speechcraft course begins in September.

Area H10: This Area has grown significantly since 1st July. It is full of activities to support the members' educational needs, from Speechcraft Courses (conducted by Choice, Dynamic North Shore and Harbour View) to the rollout of Pathways. While nbn has returned to charter strength, Choice is still on the path to meet the goal. Support is being given by Harbour View members and the Area Director, who are delivering educational sessions to improve the knowledge base and skills set for newer members at Choice.

Area H19: The clubs are achieving solid growth. Magnificent Mosman attained the Smedley Award and Chatswood Speaking and Leadership club is now at charter strength. ACU has added new members and their officers are now participating within the Area activities, including attending CLT. Chandos Challengers are now in a consolidation phase, after rebuilding in 2016/17. The atmosphere of the breakfast meeting meets the members' needs to start the day on a cheerful note.

Area H22: This Area leads the Division in delivering educational benefits to their members. The leadership teams of strong clubs are leading by example, from CLT attendance to Area Council decisions and contest preparations. Two clubs currently meeting at Harbord Diggers Club have found alternative venues to meet while the club is being renovated. While relocation to new premises is usually followed by a drop in member numbers, the two Harbord Diggers Toastmasters clubs are keeping their membership bases and even growing. Harbord Diggers Toastmasters has added 9 new members since 1st July. Congratulations!

Developments in Hawkesbury Division over the last few months, indicate a very prosperous 2017/18.

Tony Palechek ACG ALB
Hawkesbury Division Director

Macquarie Division Director's Report

What an excellent start in the Toastmasters year!

I'd like to start off by congratulating the Macquarie Division team on their exceptional efforts and achievements within their Areas to date. The level of support that is being provided by our enthusiastic Area Directors exemplifies the Toastmasters values of **Integrity**, **Respect**, **Service** and **Excellence**.

Area 2		Ben-Burt Smit ACB ALB	
Area 3		Janet Read ACB ALB	Division Support (Club Growth) Joanne Keevers CC ALB
Area 7		Geri Rich DTM	Division Support (Personnel) Ashleigh Wright ACB ALB
Area 9		Stephen Holland ACB ALB	Division Support (PR) Harry Sivathanan
Area 16		Lucille Kerslake CC ALB	
Area 25		Andrew Sayers ACG ALB	

I especially thank **Geri** and **Stephen** for taking on the role of Area Director a second time. Taking on District leader roles for consecutive years shows the unwavering commitment these leaders have for our members – role models for all!

Contests

The organising skills of Macquarie Division's leaders are phenomenal. Having attended all Area contests as the Chief Judge, I can confidently say that all contests were held in high spirits and embodied the strong culture of fellowship that Toastmasters all over the world enjoy. I congratulate all Area Directors and fellow club officers in working together to plan, organise and execute such successful events for our members.

The Macquarie Division Humorous Speech and Table Topics Contests were a resounding success; thanks to the efforts of Ryde District Toastmasters Club and other contest personnel. This contest would not have been such a success without the hard work of the host club's President **Hendrik Lianto** ACB ALB and VPE **Mooi Heng Sim** CC ALB, both of whom helped me to bring the contest to life. It was an excellent contest to witness, with fierce competition coming from the best of what Macquarie Division Areas have! I would like to wish our Division Contest Champions all the best in representing Macquarie Division at the District Finals on Saturday, 4th November. I'm sure they will make us all proud.

Developing Areas

Waitara Windbags – Congratulations to **Joanne Keevers** CC ALB on successfully leading Waitara Windbags to charter and for co-ordinating a successful charter dinner that marks the beginning of a new chapter in Area M16.

Festivals – Toastmasters were present at two major community festivals in The Hills Shire Council (Orange Blossom Festival) and City of Ryde (Granny Smith Festival) Local Government Areas. I would like to thank **Geri Rich** DTM, **Dianne Sammut** DTM, **Andrew Sayers** ACS ALB and **Janet Read** CC ALB for their efforts in having the Toastmasters brand publicised at such significant community events.

Conclusion

I have never come across such diligent and aspiring Toastmasters with outstanding potential to become excellent leaders in the future. The dedication displayed by our leaders within the Division, whether it's through helping others out during club meetings, chairing club/executive/council meetings or organising contests (and any other events!), epitomises what this organisation stands for. I hope to see you at some point in the near future and thank you for your continued commitment to personal excellence.

Gian Alarcon ACG ALB
Macquarie Division Director

Northern Division Director's Report

Northern Division is in great hands this year, with our motivated and enthusiastic Area Directors – Area 1 **Marie-Louise Geary** ACB ALB, Area 18 **Greg Moran** ATMS CL, Area 20 **Linda Tighe** ACG ALB and Area 31 **Lia Mahony** ACB CL. Between them, they bring a wealth of experience, knowledge, ideas, and enthusiasm to our Division. They also need a wealth of energy, as our Division stretches from Tenterfield in the north to Quirindi in the south, Glen Innes in the east to Moree in the west – a huge area to be supported!

Club Leadership Training was effected early in the year, and what a success! Training was held in both Tamworth and Inverell, with an extra session in the south to benefit those who were unable to attend Tamworth. Feedback from all sessions was positive with both older and newer members reporting that they had a great day learning, laughing, and supporting each other.

Like many other Divisions, Northern has been feeling the effects of low membership. However, Speechcraft is being rolled out across the Division, which has already translated into new members. I will endeavour to see at least one Speechcraft course run per club this year, with the expectation that club memberships will reach charter strength, or close to it. There are 16 clubs in Northern Division. Of those only four are currently at charter strength, which means we have some work to do! Speechcraft is such a great membership building tool, so I am confident we will see huge growth this year!

All areas have run successful Table Topics and Humorous Speech Contests. Areas 18 and 20 combined and Areas 1 and 31 combined to offer better quality events for Area contestants. Why better quality? Combining Areas facilitated greater audience numbers, the opportunity for Areas to judge each other thereby reducing "judge/contestant club membership conflict" and also reduced running costs. There was greater participation from clubs, with almost all Northern Division clubs having representation at Area level – a great achievement!

The Division has been holding some of its Division council meetings via Zoom. We have found this to be an easy, convenient way for us to get together without the need for travel. We can still hold face to face meetings, but thanks to this technology, are not hampered by the distances between us – it has been great to date!

With such fabulous Area Directors, new faces in many clubs, the possibility of Speechcraft to increase membership and of course the introduction of Pathways, Northern Division is definitely looking forward to a positive and successful 2017-2018.

Elizabeth Lloyd DTM
Northern Division Director

Oxley Division Director's Report

The Oxley Division Team of Area Directors are: Area 5 **Kay Simmons** CC; Area 17 **Jan Vecchio** DTM; Area 29 **Susan Hereford-Ashley** ACB ALB; and Area 30 **Warren Lake** ACS ALB.

Geographically, Oxley is the largest Division in District 90. An area of focus is to minimise the amount of travel required by members to attend training and contests. On the 1st July 2017 Oxley held three Club Leadership Training sessions all at the same time, at different venues. Dianne Sammut led the training in Area 5 and Udo Moerig led Area 29. Areas 17 and 30 held a combined session led by Donna Kildea. All sessions were successful with good attendance and positive feedback. Thank you to Donna Kildea for her efforts as the lead trainer for Oxley Division and the dedication of the trainers.

All Oxley Area contests and the Division contests are encompassing all four contests in a single event. This is a first for District 90. The contests held to date have been most successful.

Mighty Clarence Toastmasters Club has transitioned extremely well from Area 17 to Area 29, participating in other meetings/activities in the Area and assisting with contests. The club had excellent representation at the Area 29 Contest and is also running a Youth Leadership course for the fifth consecutive year.

Areas 17 and 30 club visits and reports are complete and submitted. Areas 29 and 5 club visits are well underway. All clubs are working towards their Distinguished Club goals.

Yamba Yabbies Toastmasters Club celebrated its 10 Year Anniversary on Saturday 23rd September, with Immediate Past International President Mike Storkey as guest speaker.

Taree Toastmasters Club will be celebrating its 50 Year Anniversary in April 2018. Celebration plans are well underway.

There are several clubs in the Division with less than 20 members. With all the Division's contests completed by the 7th October, this leaves the rest of the year to concentrate on membership building. The Oxley Division goal is to grow membership by 3% in line with the District membership goal.

Many clubs within the Division are planning membership building campaigns. Rural clubs continue to use local print media and social media to market their clubs. Due to the success of Speechcraft last year, two clubs in Area 5 are planning to run courses later in the year and Area 30 is considering running a joint program in Bryon Bay.

There is also interest in starting a new club in Area 17 and also in Area 5.

Oxley has a great team of Area Directors who are committed and dedicated to their role. This will ensure the continuing success of Oxley Division.

Colin Steber ACS ALB
Oxley Division Director

Western Division Director's Report

How quickly time flies when we're having fun! It feels like so much has happened in the short space of five months 😊

Just to prove that "the West is the *best*", the **2017-18 goals for Western Division** are:

- Members achieving their goals in the Toastmaster program either in speaking or leadership
- All clubs in the division to have at least 20 members by the end of the Toastmasters year
- A growth of 2 clubs in the division
- At least 10 clubs reaching President's Distinguished in the club DCP program

Club Leadership Training has now been completed for round 1. Western Division has 30 clubs and 7 of these had 7/7 club officers trained – well done to these clubs. Unfortunately, 7 clubs did not reach the required 4 out of 7 officers trained. We will be working with those clubs to ensure the minimum standard is met across the board in the next round of training.

There are three clubs facing **challenges** in Western Division:

- Justice Toastmasters (Area 13) – Sandra Sweetman is kindly assisting with Justice. The club held its first contest this round and were well represented at the area contest last weekend.
- Lithgow Toastmasters (Area 14) – A team has been tag-teaming trips to Lithgow each fortnight to assist Lithgow. A massive thank you to those who have contributed and are continuing to contribute their time and energy.
- St Clair Toastmasters (Area 28) – Two club coaches have been appointed to re-build St Clair. We are looking at the option of running Speechcraft in Area 28, which hopefully, will also help other clubs in the area.

There are currently **no clubs in formation** in the division. Discussions are underway regarding ideas for two locations, which we hope to develop further in the coming months.

"If it doesn't challenge you, it won't change you". Unknown.

Monique Tonna ACS ALB Western Division Director

On behalf of the 2017-18 team:

Area 4 Director:	Dhara Patel CC ALB
Area 11 Director:	Melek Ucak ACG ALB
Area 13 Director:	Karl Pereira ACB ALB
Area 14 Director:	Brian Jones DTM
Area 26 Director:	Paul Houchin ATM
Area 28 Director:	Cheryl Piper ACG ALB

Motions on Notice

* Motion 1: Officer Appointments

"That the District Director's appointment of the Public Relations Manager, Administration Manager, Finance Manager 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: Phil Reed DTM

* Motion 2: Agenda and Reports Book

"That Continuing Motion B3 be amended to read:-

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 30 days prior to the Council meeting date and that notification of this be emailed to clubs.

Moved by: Phil Reed DTM

Explanation: The change from 21 to 30 days brings this motion in line with the District Leadership handbook which states that "The District Director sends a credential or proxy form to each club president and vice president education 30 days before a district council annual meeting in the District newsletter or in a separate mailing".

* Motion 3: District Toastmaster of the Year

That Continuing Motion E1 be amended to read:-

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 30 April.
- 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:
 - o Active membership in any club in District 90.
 - o Outstanding and continuous service to District 90 and its predecessor including beyond the current year.
 - o Attendance at District 90 functions.
 - o Contributions to District 90's goals of club formation, membership building and Distinguished Clubs.

Moved by: Phil Reed DTM

Explanation: The change in the closing deadline from 15 May to 30 April gives greater flexibility for District leaders to discuss nominations at scheduled District events.

ADDENDUM

District 90 Council Continuing Motions

Adopted May 16, 2015 • Amended May 2017

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 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.

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.

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.

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).

- 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.
- 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.
- 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.
- D8 That the allowances for mileage, accommodation and other expenses for District Staff Officers be determined by the Finance Committee each year.
- D9 That allowances for District 90 members to attend specific events at District 90 Conferences be determined by the Finance Committee each year.
- D10 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 from 2018, District 90 Contest Finals are to be held as follows:-

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

At a District Contest Day in October/November, Table Topics Contest and 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.

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 Director, 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.)

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 4 November 2017 at Panthers, Port Macquarie.

 President's Signature Delegate's Signature Date

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 4 November 2017 at Panthers, Port Macquarie.

 Vice President Education's Signature Delegate's Signature Date