

# **TOASTMASTERS INTERNATIONAL**

**DISTRICT 90, REGION 12**

**SEMI ANNUAL CONFERENCE**

**27–29 NOVEMBER 2015**

## **AGENDA and REPORTS BOOK**



***"Where Leaders Are Made"***

**West Tamworth League Club**

**Tamworth, NSW**

**District Council Meeting  
Toastmasters International - District 90  
2pm Saturday, 28 November 2015  
West Tamworth League Club, Tamworth, NSW**

**AGENDA**

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# Opening and Welcome

## District Mission

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

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

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

## Apologies

## Remembrance

## Establishment of Quorum

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

**Minutes of the District 90 Council Meeting  
Held at 10:54 am on 16 May 2015  
Bankstown District Sports Club, Bankstown NSW**

**Official Table**

David Fisher	DTM	District 70 Governor
Bob Kirchner	OAM DTM	District 90 Director elect
Michael Said	ACG CL	District 90 Program Quality Director elect
Wendy White	DTM	District 70 Director elect
Rebecca Plush	DTM	District 70 Program Quality Director elect
Linda Said	DTM	District 70 Secretary
Anna Perdriau	DTM	District 70 Treasurer
Joan Rinaldi	DTM	Immediate Past District 70 Governor
Gary Wilson	OAM DTM	Parliamentarian

**Opening Remarks**

David Fisher extended a welcome to all those attending the meeting and declared the District Council Meeting of the new District 90 open. In the best interests of our district and this meeting all members of our district have speaking rights. Only members of the District Council may vote on any motions or amendments.

Please keep in mind that all votes are of equal value, the minority has the right to express opinions, yet the majority rules and we want to see justice, respect and courtesy for all.

**Quorum**

Ninety-six votes were needed for the quorum. There were 140 votes counted. It was established that a quorum was present.

The use of microphones, timing and voting rules and procedures were explained by Gary Wilson.

The following Toastmasters were appointed to carry out roles related to the election process.

Returning Officer Karen Stacey DTM, Timers Agnes Boskovitz ACG CL and Jan Cummings DTM, Ballot Counters Patti Bertam DTM, Lorna Fazldeen DTM, Margaret Hawrylcw DTM, Ruth Rinot DTM, Richard Stacey DTM and Debbie Tibbles DTM.

**Motions on Notice**

**Adoption of District Administrative Bylaws**

**Motion:** 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 I: Authority and Title, (b) District 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."





## Correspondence

### Inwards

R01	3/07/15	Alison Edwards A18 Director	District Director (DD)	Special approval travel expenses
R02	6/07/15	Lynne Harris	Admin Manager (AM)	Club Contact details on TI websites
R03	6/07/15	Lynne Harris	AM	Missing Club Central Manual and Access to Club Central
R04	6/07/15	Louis Saperas	DD	Invite to 25th Anniversary Holroyd Toastmasters
R05	10/07/15	Greg Wingrove (TI Finance Team)	Finance Manager (FM)	District 90 Signature Form
R07	17/07/15	Greg Wingrove (TI Finance Team)	FM	Confirmation from bank re account signatories for D90
R08	9/07/15	Hawkesbury Division Director	DD	Resignation of Area 22 Director
R09	14/07/15	Toastmasters International	FM	Response - Access to IntAcct
R10	14/07/15	Toastmasters International	FM	TSA transactions
R11	18/07/15	Toastmasters International	FM	Transferring of funds from D90 to TSA
R12	22/07/15	Speech Contests (Toastmasters International)	PQD	Response to Contest Clarifications
R13	28/07/15	Speech Contests (Toastmasters International)	PQD	Further response to Contest Clarifications
R14	29/07/15	Paypal	Postmaster	District 90 Paypal account confirmation
R15	22/07/15	Paypal	TSA	Toastmasters Paypal accounts
R16	1/08/15	Paypal	FM	Paypal access has been restored
R17	7/08/15	Club Coach (Toastmasters International)	CGD	Removal of Club Coach Fast Track (Michelle Taylor)
R18	11/08/15	Club Coach (Toastmasters International)	CGD	Response re appointment of club coach query
R19	21/08/15	New Clubs (Toastmasters International)	DD	In Focus alignment to O17
R20	22/08/15	Districts (Toastmasters International)	DD	D90 Alignment Report
R21	22/08/15	Districts (Toastmasters International)	AM	Additional District Leadership kits

R22	27/08/15	Toastmasters International	DD	International Director District 90 visit
R23	3/09/15	Anna Perdriau (2014-2015 D70 Treasurer)	DD	Recommendation: Transfer of D70/D90 Funds
R24	5/09/15	Districts (Toastmasters International)	DD	Response re anomaly in D90 Area Directors
R25	8/09/15	Sally Neville	DEC	Invitation to Fossickers Way Toastmasters charter
R26	10/09/15	Club Coach (Toastmasters International)	Club Coach Support	Response regarding receipt of Club Coach kit Michelle Taylor
R27	12/09/15	Toastmasters International	PQD	D90 Alignment Report
R28	15/09/15	Toastmasters International	CGD	Confirmation of Chi Hwi Ang as Club Coach for Fast Track
R29	16/09/15	Districts (Toastmasters International)	DD	Membership database problem response
R30	25/09/15	Business Name Registrations	TSA	Registration of Toastmasters Supplies Australia Business Name
R31	26/09/15	Mona Shah (Toastmasters International)	DD	International Director District 90 visit
R32	29/09/15	Region 12 Advisor	TRIO	RA Visit - Dec 2015 itinerary
R33	29/09/15	Membership (Toastmasters International)	CGD	Membership related issue (Vicki Evans / Maureen Castle)
R34	1/10/15	James Dyson	PQD	Contests
R35	1/10/15	New Clubs (Toastmasters International)	CGD	Queries regarding New Club - Rouse Hill
R36	2/10/15	New Clubs (Toastmasters International)	CGD	Confirmation of New Club - Rouse Hill
R37	9/10/15	Speech Contests (Toastmasters International)	PQD	Contest clarifications
R38	16/10/15	Toastmasters International	FM	D70/D90 Splitting of Funds
R39	17/10/15	Alison Edwards A18 Director	DD	Graced members

## Outwards

S01	3/07/15	Alison Edwards A18 Director	District Director (DD)	Approval for special travel expenses
S02	2/07/15	CBA Bank	Finance Manager (FM)	Application for Merchant Facilities
S03	4/07/15	Toastmasters International	FM	District Signatures form (3 accounts)
S04	7/07/15	Louis Saperas	DD	Holroyd Toastmasters 25th Anniversary



S05	10/07/15	Greg Wingrove (TI Finance Team)	FM	District 90 Signature form
S06	15/07/15	Greg Wingrove (TI Finance Team)	FM	Confirmation from Bank re signatories for D90
S07	19/07/15	Toastmasters International	PQD	Error in Club Officer List, Orange Toastmasters Club
S08	11/07/15	Greg Wingrove (TI Finance Team)	FM	Access to IntAct
S09	13/07/15	Toastmasters International	FM	Processing of TSA transactions
S10	20/07/15	Toastmasters International	FM	Transferring of funds from D90 to TSA
S11	26/07/15	Toastmasters International	DD	Find a Club - D90 (not showing D90 clubs)
S12	18/07/15	Speech Contests (Toastmasters International)	PQD	Contest Clarifications
S13	25/07/15	Speech Contests (Toastmasters International)	PQD	Further Contest Clarifications
S14	29/07/15	Paypal	FM	District 90 Conference Paypal
S15	21/07/15	Paypal	TSA	Toastmasters Paypal Account
S16	2/08/15	Districts (Toastmasters International)	PQD	District 90 Alignment Report (refer AON Parramatta)
S17	3/08/15	Club Coach (Toastmasters International)	CGD	Club Coach Fast Track - Michelle Taylor
S18	3/08/15	Club Coach (Toastmasters International)	CGD	Club Coach Fast Track - revision to S17
S19	5/08/15	Toastmasters International	PQD	Access to District Central
S20	7/08/15	Club Coach (Toastmasters International)	CGD	Question re appointment of club coach
S21	13/08/15	New Clubs (Toastmasters International)	Nick Rinaldi	New Club In Focus - alignment in O17
S22	13/08/15	Sandra Munoz (Toastmasters International)	Nick Rinaldi	Prospective club - Australian Catholic University
S23	23/07/15	Districts (Toastmasters International)	AM	Additional District Leadership kits
S24	12/08/15	Districts (Toastmasters International)	AM	Amended D90 Officer List
S25	30/08/15	New Clubs (Toastmasters International)	Nick Rinaldi	Paperwork re ACU
S26	1/09/15	Ricoh	AM	Change in account name to District 90 Toastmasters
S27	4/09/15	Districts (Toastmasters International)	PQD	D90 Alignment report (AON Parramatta)
S28	3/09/15	Districts (Toastmasters International)	DD	Anomalies in D90 Area Directors
S29	6/09/15	International Director - Charlie Starrett	DD	D90 Semi Annual Conference
S30	4/09/15	Club Coach (Toastmasters International)	Club Coach Support	Receipt of Club Coach kit Michelle Taylor
S31	11/09/15	Club Coach (Toastmasters International)	CGD	Club Coach Fast Track - Chin Hwi Ang
S32	24/08/15	John Inglis	AM	Sympathy Card - Gail Inglis
S33	1/09/15	Sue Haynes	AM	Get Well Card
S34	11/09/15	Alicia Denis	AM	Sympathy Card - father

S35	22/09/15	Dhara Patel	AM	Sympathy Card - father
S36	7/09/15	Districts (Toastmasters International)	DD	Membership database problem
S37	28/09/15	Region 12 Advisor	CGD	RA Support for D90 Club and Membership Building
S38	24/09/15	Membership (Toastmasters International)	CGD	Membership related issue (Vicki Evans / Maureen Castle)
S39	29/09/15	Susan Ashley	CGD	Membership related issue (Vicki Evans / Maureen Castle)
S40	1/10/15	James Dyson	PQD	Contests
S41	29/09/15	New Clubs (Toastmasters International)	CGD	New Club - Rouse Hill
S42	30/09/15	New Clubs (Toastmasters International)	CGD	Additional documentation New Club - Rouse Hill
S43	4/10/15	Rouse Hill Toastmasters	CGD	Congratulations - Rouse Hill is chartered.
S44	30/09/15	Membership (Toastmasters International)	CGD	Membership related issue (Jurgen Oschadleus)
S45	2/10/15	Membership (Toastmasters International)	Jurgent Oschadleus	Membership related issue (Jurgen Oschadleus)
S46	6/10/15	Speech Contests (Toastmasters International)	PQD	Contest clarifications
S47	15/10/15	Toastmasters International	FM	D90 finance queries

# REPORTS

## Finance Manager's Report

### Jan Vecchio DTM

As this is the first year for District 90, there are no June year-end financial reports. At the District Council meeting to be held on Saturday 28<sup>th</sup> November, a financial report to the end of October will be made available to all District Council members.

The Finance Department at WHQ has determined the financial outcome for District 70 at 30<sup>th</sup> June 2015. Attached is a copy of the District 70 Income and Expenditure Statement.

Available District 70 funds at year end, as confirmed by WHQ, are –

As of Date:	30/06/2015
<b>Available Funds</b>	
Cash - NAB (0066)	\$ 36,529.23
Cash - NAB (9301)	\$ 26,867.31
Cash - NAB (8384)	\$ 15,861.63
Cash - NAB (6114)	-\$ 313.65
Cash - PayPal (Conference)	\$ 8,758.26
Cash - PayPal (Supplies)	\$ 911.42
Total Cash	\$ 88,614.20
District Reserve Account	\$ 157,183.87
Total Cash and District Reserve	\$ 245,798.07
Minimum District Reserve required at year end	-\$ 29,724.00
<b>Total Available Funds</b>	<b>\$ 216,074.07</b>

On 15 June, \$66,666.28 was transferred to District 90 from District 70. This amount was over-estimated and subsequently \$30,000.00 was transferred back to District 70. An additional amount of \$1,245.88 was transferred in October in accordance with instructions from TI and in agreement with the District 70 Director Wendy White. District 90 received \$72,731.86 of the District Reserve Account at 30<sup>th</sup> June 2015.

Total available funds for District 90 at 30<sup>th</sup> September, 2015, are –

Main Account – 30 <sup>th</sup> September 2015	\$25,656.40
Conference Account – 30 <sup>th</sup> September 2015	\$3,347.42
Reserve Account – 31 <sup>st</sup> August 2015	\$97,312.65
<u>Minimum District Reserve required</u>	<u>(\$16,719.92)</u>
Net Available Funds	\$109,596.55

All amounts received in Paypal at 30<sup>th</sup> September have been transferred to the Conference account by that date.

## 2015-2016 Budget

Prior to the commencement of this Toastmaster year, we held a Planning and Budget meeting, which involved the Trio, Public Relations Manager, Administration Manager, Finance Manager, Logistics Manager and Past District 70 Governor. The District Success Plan was reviewed together with strategies to achieve the district mission. The financial aspect of each portfolio (education/programming, club growth/membership building, public relations and administration) was examined carefully to ensure that the correct allocation of funding has been applied in accordance with the policy of Toastmasters International. Each portfolio has its own percentage limit for which it must not exceed the total budget.

The 2015-2016 Budget was presented to the District Executive Committee (DEC) meeting on Sunday 13<sup>th</sup> September 2015. This budget was approved by the DEC and is attached to this report for approval of the members of the District Council. The budget was submitted to WHQ on 15 October 2015, following an extension granted by WHQ because of processes required to determine the funds split between District 70 and District 90.

Thank you to –

- Reg Stewart (Contest Budgets Officer) for managing the Contest Budget submissions and approvals process for the first round of contests
- Gail Heggie (Claims Officer) who processes all claims
- Elizabeth Wilson (Supplies Sales Officer), Gary Wilson (Supplies Purchasing Office) for managing Toastmasters Supplies Australia, which is a separate, independent entity from District 90.

Thank you for your support during the first few months of my term as Finance Manager.

## District 70 Year End Year Results 2014–2015

### District 70 Profit and Loss (Actual vs. Budget Summary) at 30th June 2015

Month Ending 30/06/2015			01/07/2014 Through 30/06/2015		
Actual	Budget	Variance	Actual	Budget	Variance
<b>District Revenue</b>					
\$ 5,895.99	\$ 4,206.00	\$ 1,689.99	\$141,453.57	\$118,894.00	\$22,559.57
\$ 17,773.26	\$ -	\$17,773.26	\$121,215.21	\$108,200.00	\$13,015.21
\$ 17,375.78	\$10,833.00	\$ 6,542.78	\$126,025.01	\$129,996.00	-\$ 3,970.99
\$ -	\$ -	\$ -	-\$ 46.00	\$ -	-\$ 46.00
\$ 195.74	\$ 943.00	-\$ 747.26	\$ 13,276.05	\$ 14,005.00	-\$ 728.95
<b>\$ 41,240.77</b>	<b>\$15,982.00</b>	<b>\$25,258.77</b>	<b>\$401,923.84</b>	<b>\$371,095.00</b>	<b>\$30,828.84</b>
<b>District Expenses</b>					
\$ 68,468.99	\$ -	\$68,468.99	\$111,786.25	\$114,020.00	-\$ 2,233.75
\$ 9,072.98	\$ 9,167.00	-\$ 94.02	\$ 85,773.80	\$110,004.00	-\$24,230.20
\$ 2,625.95	\$12,560.00	-\$ 9,934.05	\$ 11,178.14	\$ 36,050.00	-\$24,871.86
\$ 3,387.29	\$ 5,133.00	-\$ 1,745.71	\$ 30,154.47	\$ 28,956.00	\$ 1,198.47
\$ 16,864.73	\$ 5,470.00	\$11,394.73	\$ 23,623.37	\$ 19,140.00	\$ 4,483.37
\$ 22.00	\$ 1,175.00	-\$ 1,153.00	\$ 1,482.25	\$ 1,475.00	\$ 7.25
\$ 1,720.67	\$14,383.00	-\$12,662.33	\$ 12,419.98	\$ 28,886.00	-\$16,466.02
\$ 18,883.31	\$ 7,620.00	\$11,263.31	\$ 80,002.47	\$ 61,405.00	\$18,597.47
\$ 326.67	\$ 120.00	\$ 206.67	\$ 5,596.53	\$ 1,440.00	\$ 4,156.53
<b>\$121,372.59</b>	<b>\$55,628.00</b>	<b>\$65,744.59</b>	<b>\$362,017.26</b>	<b>\$401,376.00</b>	<b>-\$39,358.74</b>
<b>-\$ 80,131.82</b>	<b>-\$39,646.00</b>	<b>-\$40,485.82</b>	<b>\$ 39,906.58</b>	<b>-\$ 30,281.00</b>	<b>\$70,187.58</b>

# District 90 Budget 2015-2016

District #: 90  
 Budget Currency: AUD  
 Fiscal Year: 2015-2016

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Total
Membership revenue	916	798	19,345	7,413	2,902	818	690	1,399	18,957	7,961	3,211	2,471	66,881
Conference revenue	-	-	-	-	31,165	-	-	-	-	-	44,350	-	75,515
Fundraising revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
TII revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
District store revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Speech contest revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	1,069	-	-	439	-	-	-	-	-	2,224
<b>Total revenue</b>	<b>916</b>	<b>798</b>	<b>19,345</b>	<b>8,482</b>	<b>34,067</b>	<b>818</b>	<b>1,129</b>	<b>1,399</b>	<b>18,957</b>	<b>8,677</b>	<b>47,561</b>	<b>2,471</b>	<b>144,620</b>
Conference expense	-	-	-	-	26,190	-	-	-	-	-	44,095	-	70,285
Fundraising expense	-	-	-	-	-	-	-	-	-	-	-	-	-
TII expense	-	-	-	-	-	-	-	-	-	-	-	-	-
District store expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing expense	25	685	1,825	465	515	465	245	245	495	375	75	225	5,640
Communications & public relations expers	185	1,685	635	1,685	185	185	185	2,185	185	385	185	185	7,870
Education & training expense	500	-	-	150	3,330	-	2,000	-	513	1,730	2,670	2,656	13,549
Speech contest expense	-	-	200	200	-	-	-	-	200	200	-	-	800
Administration expense	333	133	333	133	133	183	235	85	285	85	85	1,917	3,940
Travel expense	5,770	4,940	3,910	620	4,810	620	5,950	980	940	5,810	4,490	4,430	43,270
Other expense	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>District net income/(loss)</b>	<b>(5,897)</b>	<b>(6,645)</b>	<b>12,442</b>	<b>5,229</b>	<b>(1,096)</b>	<b>(635)</b>	<b>(7,486)</b>	<b>(2,096)</b>	<b>16,339</b>	<b>92</b>	<b>(4,039)</b>	<b>(6,942)</b>	<b>(734)</b>

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.

District Director: *R. W.* Date: \_\_\_\_\_

Program Quality Director: *Michelle Board* Date: \_\_\_\_\_

Club Growth Director: *Shirley Biddle* Date: \_\_\_\_\_

Finance Manager: *D. Pecherico* Date: \_\_\_\_\_

	Total	Budget	Policy Max
Conference expense	70,285	-	-
Fundraising expense	-	-	-
District store expense	-	-	-
Marketing expense	5,640	52.2%	Unlimited
TII expense	-	-	-
Education & training expense	13,549	9.3%	30.0%
Communications & public relations expense	7,870	5.4%	25.0%
Speech contest expense	800	0.6%	10.0%
Administration expense	3,940	2.7%	20.0%
Travel expense	43,270	29.8%	30.0%
Other expense	-	0.0%	10.0%
<b>Total Expenses</b>	<b>145,354</b>	<b>100.0%</b>	

Cash & Cash Equivalents per Balance Sheet as of June 30, 2015: **151,495.56**

Retention amount needed on June 30, 2016: **16,720**

Remaining funds at Year-end (estimated)\*\*: **134,041.56**

\*\*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.

# Budget Narratives

**TOASTMASTERS INTERNATIONAL  
ANNUAL BUDGET  
2015-2016**

**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)

<b>Membership Revenue</b>	<b>Budgeted</b>
	<b>66,881</b>
D90 is aiming to achieve President's Distinguished status, requiring membership and club growth target of 8%. This will be achieved through careful planning and execution of programs devised to build new clubs and overall membership. In addition there will be a strong focus on membership retention and a continuing program to reach out to former members.	

<b>Conference Net Income/(Loss)</b>	<b>5,230</b>
The SAC is planned for Tamworth in the northern area of the district - last weekend in November 2015. There is a small profit budgeted but the attendance is quite uncertain because of the location. There is a single cost to attend the full weekend - \$130. It is hoped that 230 will attend. The AC will be held in a metro location which should attract strong numbers from D90, and quite a few visitors from D70. A preliminary budget shows a small profit with an overall attendance charge of \$240. It is hoped to attract 300 attendees. Both conferences have budgets for venue hire but it is hoped venue hire will be waived or significantly reduced through sponsorship.	

<b>Fundraising Net Income/(Loss)</b>	<b>-</b>
No fundraising apart from sponsorship for the conferences.	

<b>TLI Net Income/(Loss)</b>	<b>-</b>
There are no TLI events scheduled.	

<b>District Store Net Income/(Loss)</b>	<b>-</b>
Toastmasters Supplies Australia is an independent operation and does not form part of the district budget. D90 will not have a separate store/supplies operation.	

<b>Other Revenue</b>	<b>2,224</b>
Other revenue is expected from the Australian Taxation Office in the form of GST paid on purchases. Returns will be lodged quarterly and only relate to the Main Account.	

<b>Marketing</b>	<b>5,640</b>
Aiming to achieve net growth membership. Area Directors are encouraged to visit clubs and report early so that any membership problems can be tackled sooner rather than later. Clubs are encouraged to follow up graced members and past members. A SMAC/Maxplan seminar is proposed in each division to assist clubs in trouble. Allowance has been made for trade shows to promote toastmasters. Speechcraft officers will be established in each division to promote as a membership building tool. 12 new clubs are proposed - banners, banner bags and certificate holders form part of the budget for new clubs. Proposed training members to identify new club prospects. VPM/VPPR workshop will be held in the first half of the year.	

<b>Communications and Public Relations</b>	<b>7,870</b>
Planned advertising is to have 3 major television networks placing ads across E, N and O Divisions. Currently working on hosting a joint website for both D70 and D90. A team is also looking at Confluence. Encouraging clubs to seek various means of promotion and for people to help promote Toastmasters. The television advertising will be mostly no charge. Expense will be in production as well as website costs.	

**Education and Training****13,549**

Aiming to have the maximum number of clubs distinguished or better. 7/7 ribbons for all club officers trained in both rounds and triple crown awards will be awarded. A special administration award will be introduced to encourage clubs to attend to the admin side of the DCP. CLT venues will be minimum cost - an allowance has been made for each round of training. Other expenditure includes training for Area and Division Directors and awards presented at the AC. Division Directors and above will be sponsored to attend the SAC and the AC. A judging workshop is proposed to train members to judge at contests. Focus is on quality clubs - encouraging members to achieve at all levels and ensuring the needs of the members are met.

**Speech contests****800**

HS and TT contest finals will be held at the SAC. IS and Eval contest finals will be held at the AC. Apart from Area and Division contests, there are no special contest events as all District contests are planned to culminate at our conferences. Division and Areas are expected to make contest events break-even, although a small allowance is in the budget to cover those that may run at a loss.

**Administration****3,940**

The largest expenditure item is for badges for incoming officers at the year end. Photocopier, insurance, storage, bank charges and cards (greeting, sympathy) will be kept to a minimum. Where possible room rental for DEC meetings will be zero - however, an allowance has been made for 3 DEC meetings.

**Travel****43,270**

Travel is a challenge for D90 which is spread out geographically. The main focus is to further extend the Toastmasters opportunity by establishing new clubs and helping clubs build/maintain membership. Area Directors are being encouraged to spend more time with their clubs and this will result in additional travel/accomm. expenses. SDOs are also encouraged to reach out to clubs. Car pooling and home-hosting-accommodation is strongly recommended where possible. The number of DEC meetings has been reduced to the minimum 4 in an effort to minimise travel/accommodation. Despite these efforts, our budget for travel is likely to exceed our percentage limit. A budget of \$240 for accommodation and \$350 for mileage has been allowed for the keynote speakers at the SAC - Charlie Starrett ID and Sally Foley-Lewis. Other members for whom travel is budgeted include the audio team, district photographer plus various staff officers who may be required to travel to fulfil their roles. The budget includes amounts of \$1,400 for each member of the Trio to cover accommodation for DOT in August and \$800 for MYT in January.

**Other Expenses****-**

All anticipated expenditure has been budgeted in other categories.



# District 90 Profit & Loss as at September 30, 2015

## DISTRICT 90 PROFIT AND LOSS (Actual v Budget Summary)

Month Ending 30/09/15			01/07/2015 Through 30/9/15			
Actual	Budget	Variance		Actual	Budget	Variance
\$ 23,375.89	\$ 19,345.00	\$ 4,030.89	Membership Revenue	\$ 25,064.76	\$ 21,059.00	\$ 4,005.76
\$ -	\$ -	\$ -	Conference Revenue	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Other Revenue	\$ 0.30	\$ -	\$ 0.30
<b>\$ 23,375.89</b>	<b>\$ 19,345.00</b>	<b>\$ 4,030.89</b>	<b>Total District Revenue</b>	<b>\$ 25,065.06</b>	<b>\$ 21,059.00</b>	<b>\$ 4,006.06</b>
\$ -	\$ -	\$ -	Conference Expenses	\$ -	\$ -	\$ -
\$ 342.40	\$ 1,825.00	-\$ 1,482.60	Marketing Expense	\$ 638.80	\$ 2,535.00	-\$ 1,896.20
\$ 95.78	\$ 635.00	-\$ 539.22	Communications & PR Expenses	\$ 280.78	\$ 2,505.00	-\$ 2,224.22
\$ 405.00	\$ -	\$ 405.00	Education & Training Expense	\$ 678.32	\$ 500.00	\$ 178.32
\$ -	\$ 200.00	-\$ 200.00	Speech Contests	\$ -	\$ 200.00	-\$ 200.00
\$ 236.96	\$ 333.00	-\$ 96.04	Administration Expenses	\$ 688.68	\$ 799.00	-\$ 110.32
\$ 3,178.58	\$ 3,910.00	-\$ 731.42	Travel Expense	\$ 4,281.18	\$ 14,620.00	-\$ 10,338.82
<b>\$ 4,258.72</b>	<b>\$ 6,903.00</b>	<b>-\$ 2,644.28</b>	<b>Total District Expenses</b>	<b>\$ 6,567.76</b>	<b>\$ 21,159.00</b>	<b>-\$ 14,591.24</b>
<b>\$ 19,117.17</b>	<b>\$ 12,442.00</b>	<b>\$ 6,675.17</b>	<b>Total Net Income</b>	<b>\$ 18,497.30</b>	<b>-\$ 100.00</b>	<b>\$ 18,597.30</b>

### Available Funds

Cash - Commonwealth 8508	\$ 25,656.40	Main
Cash - Commonwealth 8516	\$ 3,347.42	Conference
<b>Total Cash</b>	<b>\$ 29,003.82</b>	
District Reserve	\$ 97,312.55	AUD
<b>Total Cash and District Reserve</b>	<b>\$ 126,316.37</b>	
Minimum District Reserve Required	-\$ 16,719.92	
<b>Net available funds</b>	<b>\$ 109,596.45</b>	

## **District Director Report**

### **Bob Kirchner OAM DTM**

We are almost a third of the way through the first year of District 90 and I am pleased to say the year has started well with all aspects of settling into our new structure and processes coming together.

We started the year well positioned to prosecute our District Mission... to build new clubs and support all clubs in achieving excellence, with a very strong District Management team dedicated to the cause.

Our goal for the year is for District 90 to be recognised as a President's Distinguished District in our first year... and lay the groundwork that would set the District up to be President's Distinguished for at least the first five years of our existence!

In purely numeric terms, this means we need to finish the year with at least 156 clubs – a net growth of 12 – and a membership growth in the order of eight percent plus at least 72 clubs Distinguished in the year.

The new club goal equates to a net growth of two clubs per Division that will go a long way to achieving the membership growth. In terms of Distinguished clubs, in this part of the world, clubs are very strong on promoting quality programs and this usually leads to many more than the minimum number of clubs achieving Distinguished status or better.

At this stage of the year, I want to thank all members, club and district leaders for the commitment you are making to Toastmasters. In my round of visits to special events, including Division Humorous Speech and Table Topic contests, I have been impressed with what members are achieving and what clubs are doing to increase membership and service to their members.

Since July 1, I have racked up many miles visiting all parts of the District. I am encouraged that we are on the path to success, not just for the District but also for all members and all clubs of District 90.

It is your success and your achievement as an individual Toastmaster – the only reason we are here – that contributes to club goals, area and division goals and, ultimately, District goals.

We are doing quite a few things in District 90 that are different from what many of our longstanding Toastmasters will remember from past years. This is not to say what went before was wrong; just that we are different now, in numbers and geography, and there are many things we have to do differently and quite a few things we, as your District leaders, think we should do differently. In other words, we are turning the challenge of change into the opportunity of change.

That said, we are always mindful of the fact that what we do can impact, in small or large ways, on you as an individual member of our organisation. So we want to re-iterate what we have been saying in our District Newsletter and other communications – don't hesitate to let us know if you have particular thoughts or ideas about specific areas of our operation.

Your District officers are tasked with leading and managing, but we always want to do so with the support and knowledge of all members (or a majority in cases where decisions have to be made).

Make sure you let me or any of our District officers know if you have any concerns about things we are doing, changes being made or ideas you might have yourself that we could consider.

One of the things we are doing differently which I am particularly pleased about is the way we are recognising longevity of membership. We are blessed in Australia that we have many members who stay in Toastmasters for a long period of time and I believe it is important to we pay tribute to what is, in essence, the extra service these members provide.

From this year, we will be recognising members who remain in our organisation for five years and longer, with special recognition for service 15 years and beyond. Similarly, we are recognising club anniversaries now from five years, with special recognition for 15 and beyond.

Finally, I say thanks again for the opportunity to serve you as your District Director; it is especially humble to have this honour in the first year of the new Toastmasters District 90. It is something extra special on top of the inspiration I continue to receive through the achievement of individual members.

There is no question that Toastmasters is an organisation which empowers people to do better and to do more... a truly life-changing experience as you put the effort in and work through the Toastmasters program.

Enjoy the Semi Annual Conference. I will be taking the opportunity, whenever I can, to catch up with you, if only briefly, through the weekend.

## Program Quality Director's Report

### Michael Said ACG CL

With the dawn of our new District, our Division and Area Directors have worked extremely hard together to have the District begin on a strong footing. This year, District 70 and 90 did something not done before with regard to training. We commenced training with the out-going Division Governors working with the new Division Directors to schedule and run training in June. This allowed club executives to commence their terms with a general understanding of what their roles entailed. I want to congratulate both sets of Division Governors/Directors for their commitment to make this happen. This will now be a standard for future training in District 90.

CLT Chairman Elizabeth Wilson compiled the program and co-ordinated the training through the District. Also assisting (when we were at the International Convention in August) was our Administration Manager Debbie Tibbles, who followed up club executives to ensure they were trained before the end of August deadline. Thank you Elizabeth and Debbie.

The results of the first round of training are:

Div	Clubs	< 4 trained	4-6 trained	7 Trained	% ≥4 trained
E	28	1	25	2	96%
H	27	6	18	3	78%
M	31	6	23	2	81%
N	13	0	13	0	100%
O	16	6	10	0	63%
W	30	6	18	6	80%
<b>Total</b>	<b>145</b>	<b>25</b>	<b>108</b>	<b>13</b>	<b>83%</b>

Some interesting outcomes are:-

- The 13 clubs with all 7 executives trained have the opportunity of being the only 13 clubs to have this record in District 90. A record that they can maintain forever.
- The 108 clubs with 4 or more trained, all need to maintain this for the 2nd round.
- And more importantly, the 25 clubs with less than 4 trained cannot be ignored. We need to ensure that these clubs receive training in the second round.

Round two of training will cover what worked and didn't work in the first 6 months, as well as finding your replacements and a strong focus on growing membership.

At the time of going to print, we are at the half way mark of the first round of Division contests. These contests have been run well, with Division Directors showing the benefit of prior preparation. The talent that will be on show at the Tamworth Semi Annual Conference will be proof that nothing was lost in splitting the larger District.

The Annual Conference will be held in the Western suburbs of Sydney on the 29<sup>th</sup> April-1<sup>st</sup> May 2016. The joint Conference Chairmen are Alicia Denis and Sean Leise from Parramatta Toastmasters

And finally, a huge thank you to John Taylor and his team for putting on our first ever District conference in Tamworth. A high standard has been set from the outset.

The die has been cast. Congratulations District 90.

## Club Growth Director's Report

### Shirley Childs DTM

Congratulations to all the recipients of the Smedley Award. They pulled up their socks, put on their running spikes and gave themselves one last push to finish with aces. It is wonderful to know that clubs are willing to take up this challenge.

Division/Area	Club Name	New Member Total
M/03	MGSM Speaking & Debating	15
W/04	Blacktown City	6
M/07	Castle Hill Toastmasters	6
N/01	Tamworth Toastmasters	6
H/06	Chatswood Communicators	5
E/12	Muswellbrook Toastmasters	5
E/12	Singleton Toastmasters	5
M/02	Western Lectern	5

There are two more chances to win an award for club membership building:

February 1 – March 31	Talk Up Toastmasters
May 1 – June 30	Beat the Clock

(Details on the above awards can be found at: <https://www.toastmasters.org/Leadership-Central/Club-Officer-Tools/Membership-Building/Membership-Building-Programs-for-Clubs>)

Congratulations to all involved in the two newly chartered clubs. The effort you have put into making them happen is greatly appreciated.

Division/Area	Club Name	Charter Date
O/17	In Focus	08.02.15
M/07	Rouse Hill	30.09.15

To date we have three prospective clubs which I am confident will charter this year. Once again, congratulations to all concerned who were involved in the formation during the last Toastmaster year.

Division/Area	Club Name	Status
H/19	Australian Catholic University	Prospect
W/04	CBA Parramatta Toastmasters	Prospect
N/31	Sun Up Toastmasters	Prospect

Our District goal this year is to establish 12 clubs – 2 in each division. I know that Division Directors and some Area Directors are actively pursuing the opportunity to form either corporate or community clubs though nothing concrete has shown up to date. May I encourage the stepping up of these activities as the formation and chartering process may take time to finalise.

Needless to say that members and clubs are the backbone of our organisation. They are the resource upon which the success of Toastmasters depend. There is ample opportunity for us to build the numbers so that D90 Toastmasters is no longer the “best kept secret”.

May I also encourage clubs to step up their promotional activities to build their membership. Many resources can be found on the Toastmasters International website – [www.toastmasters.org](http://www.toastmasters.org).

On 5 December 2015, Philip Bendeich, Region 12 Advisor will be holding a workshop to “Ensure Success For Corporate & Community Clubs”. A notice was sent to all Division and Area Directors about the importance of this workshop. The details can be found on our What’s On page at [www.d90toastmasters.org.au](http://www.d90toastmasters.org.au).

One common trait in a successful club is “teamwork”. May I mention here that during my travels and visits to clubs in Sydney and the regional areas, I've always found this to be true. So what is teamwork? To quote Dale Carnegie – “Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organisational objectives. It is the fuel that allows common people to attain uncommon results”.

Notice how Carnegie talks about working together for a common vision. The ability for one individual to sacrifice his or her own ambitions for the greater good of the “TEAM” develops a culture. It then sets a standard that to reach the highest success, everyone in an organisation has to work together to achieve the best results. It is knowing in your mind that you alone will not accomplish what a group of talented individuals can do when they work together. That mindset has to start with the organisation’s culture.

In conclusion it is my belief that there is ample opportunity for growth in members and clubs in D90. The actions for us to concentrate on are:

- Stepping up the activities to increase membership and clubs
- Stepping up promotional activities
- Teamwork, the essence of successful clubs

## Public Relations Manager's Report

Justyn Phillips ACG ALB

### Members - Do You Need Any New Ones?



So ask the old questions:

**WHY** are you looking for them?

**WHO** are you looking for?

**WHERE** will you find them?

**WHAT** will you need to do to attract them?

**WHEN** will you go looking?

**WHICH** techniques are best to find them?

**HOW** are you going to do it?

Now, in the run up to the Silly Season and Australia's shutdown over December and January, is a good time to start the planning for your attack on new members in the New Year.

#### **What can you do in the Club?**

Form a Publicity or Membership Committee!

The Chair can get ALL of Competent Leader (CL) manual, Project 10, Team Building, signed off. The committee can get ALL of Project 6, Organisation and Delegation, signed off.

**WHICH** techniques? Press releases, local radio stations, posters or a stand in shopping centres, banners on over-bridges (thanks HDiv), stands at markets, call on big employers near you, Speechcraft course (public or in a firm).

#### **Go to the District 90 website for lots more info**

Go to [www.d90toastmasters.org.au](http://www.d90toastmasters.org.au), click on "Club Officer Resources" then on "PR Portal".

If you need help writing a press release, after checking out the instructions on the PR website, send me what you have done and I give you a hand.

I want to get some more 'typical' press releases on the site for you to use and adapt.

We have good stocks of publicity materials (bookmarks, retirement benefits of Toastmasters, features and benefits, Speechcraft). The new *What's In It For You* booklet stocks are available free for clubs with less than 20 members. The booklets are also available to clubs with 20 or more members, from District Supplies for \$1.00 each.

The websites are evolving! In addition to our own [www.d90toastmasters.org.au](http://www.d90toastmasters.org.au) site, a [jointoastmasters.org.au](http://jointoastmasters.org.au) website is being developed to promote Toastmasters in NSW to the general public. The find-a-club process on both sites allows a prospective member to see ALL the clubs in a geographic area rather than in a "district" – for example, all clubs near Parramatta, not just the ones north of "The Line" in District 90.

## Immediate Past District Governor's Report

### David Fisher DTM

Last year was a huge year in so many respects. The last year of the original District 70 saw us with one of the largest districts in the world. Only with great teamwork was it possible to manage and lead, and great teamwork we did have. I thank our senior team, the Quintet and Senior Policy members for their dedication to our members. The process of bonding as a team was always a focus for us and this was certainly a wonderful learning for us all throughout the year. It was a pleasure leading this group of devotees!

Our 10 Division Governors achieved well by leading their teams of Area Governors and the commitment was palpable in the great majority of cases. Thank you to all our District Officers for their involvement and for the great accomplishments they have enabled their members to achieve. With 62 Areas our work was cut out for us. The District Executive Meetings, for example, were themselves massive events. It is very much appreciated that these were well attended.

It is with great pride that I can report that all 10 divisions achieved distinguished status – with three achieving President's Distinguished, five Select Distinguished and two Distinguished status. Congratulations to all!

At the end of the year our district consisted of 324 Clubs, a net growth of 11 clubs. We achieved 13,879 membership payments and overall we formed 13 new Clubs in the year, losing 2. It is amazing that, with all 10 Divisions achieving Distinguished status, the District missed out on achieving this goal by the small number of 69 membership payments. Over 58% of clubs became Distinguished in the Distinguished Club Program, which is a positive result.

Although not Distinguished, I still feel we achieved much for our members and created many golden opportunities for them. The feedback from members at the end of the year was most encouraging. Thanks to all those members who took the time out to thank us for a productive year. My spine still tingles at this barrage of emails and telephone calls. This was indeed an appropriate measure of success and I am very proud of every member of the District team.

Of course, not a lot would be possible without the many activities led by our Staff Officers. All portfolios had strong teams of Staff Officers. The work undertaken by this group of members was indeed outstanding.

Our Reformation is now complete. The final year of the Reformation proceeded without any major hurdles, thanks to the great work of Wendy White and Bob Kirchner, leading their committees to complete the nuts and bolts of the Reformation. I believe the two new Districts, 70 and 90, are well set up and moving ahead nicely as a result.

Congratulations to all members who achieved an award and especially those who achieved three or more for their Triple Crown Award. I wanted our leadership team to be approachable, accessible and action-oriented and this was certainly the case. I thank each and every member for this grand opportunity afforded me. It has been an experience which has changed me, the rewards of which will accompany me through every future undertaking.

Enjoy your conference. I look forward to meeting you over the weekend.



## Eastern Division Director's Report

### Chin-Hwi Ang ACS ALS

Our mission is to provide accessible resources and training throughout our division, by encouraging and building community and social interactions both inter-club as well as inter-area.

This Toastmasters year, Eastern Division represents five Areas led by five passionate Area Directors:

- Hunter Valley and Port Stephens  
(Area 12 – Stephen Thatcher ACG ALB)
- Eastern Newcastle  
(Area 15 – Richard Crisp ACG CL)
- Western Newcastle/Lake Macquarie  
(Area 23 – Pieta Beggs ACB ALB)
- North Central Coast  
(Area 24 – Tony Miller ACS ALB)
- South Central Coast  
(Area 21 – Scott Johnston ACS ALB)



Our seven Club Leadership Training (CLT) sessions held during the June to August period ensured 27 of our 28 clubs had at least 4 officers trained. This is a phenomenal achievement, thanks to our current team and immediate past Eastern Division team led by Tanya Wickham DTM.

Plans are being developed to conduct our second round of CLT from early December, to allow for flexibility with attendees and summer breaks.

On Saturday 22<sup>nd</sup> August, we presented the 'Super Saturday Seminars' – which provided resources for contest judging, mentoring and a Speechcraft Training Workshop which was video recorded, and is now online for training purposes. It would appear that this format style has broader application within areas, districts and the broader Toastmasters International organisation.

Thanks to Speechcraft Liaison Officer Pauline Gilchrist DTM for providing accessible training content to District 70 and 90. Thanks also to Sam and Stephen Doyle from Area 24 (Blue Gum Flat Toastmasters Club) for producing such a professional video.

Humorous Speech and Table Topics Area Contests have been completed successfully.

We are now in preparation for our Division Contest, which is being held on 25<sup>th</sup> October.

Congratulations to our Area Directors for organising quality contests. This reflects on the calibre of presenters at our higher level contests.

We are well on track with creating a community spirit in our Division. We are introducing Speechcraft courses to a number of clubs throughout our areas, with the help of our Division Speechcraft Officer, Brian Prior ACG, ALB. Club coaching is in action with Fast Track Toastmasters (E15) and we are organising club coaches for more clubs in E23 and E12.

Besides strengthening our established clubs, indications are there is an opportunity to establish four new clubs within the Central Coast, Newcastle and Port Stephens areas.

## Hawkesbury Division Director's Report

### Phil Reed DTM

Hawkesbury Division has an excellent team of Area Directors:

Area 6:	Melanie Cheong CC ALB
Area 8:	Merinda Air ACB
Area 10:	Gill Walker CC ALB
Area 19:	Greg Hayes ACS ALB
Area 22:	Peter Colombi

### 2015-2016 Goals for Hawkesbury Division:

- Continuing growth as a successful Division in both quality and energy.
  - Our Area Directors maintain contact with clubs via
    - Area Contests
    - Area Director visits, and
    - general contact
  - There are seminars planned to grow the knowledge of club members. The seminar organisers may earn their High Performance Leadership award.
  - We recently reviewed the prospects of new clubs in the Division.

### "What's Hot" in Hawkesbury Division:

- Projects planned to give members an opportunity to learn.
  - Run a Successful Speech Contest – December 2015
  - Learn 'Winning Technique of International Public Speaking Champions' - 30<sup>th</sup> January 2016 (refer "What's On" – District 90 website).
  - Judging at Speech Contests – February 2016
  - Evaluation Skills Project – February 2016

### Club or Member Milestones:

- Three club have members achieved the Distinguished Toastmaster Award since 1 July -
  - Sally Morton (Manly Multilingual), Cheryl Brown (Harbord Diggers Daytime), Mark Renton (Blue Tongue)
- In the quarter ending, December 2015, clubs range in age from their first year anniversary (DWS) to many having an anniversary more than 40 years ago - Harbord Diggers (Evening) (45 years), Sea Eagles (48 years), Dee Why RSL (51 years) and Dynamic North Shore (53 years)

### Division Events (contests, CLT, or seminars):

- Following the very successful Club Leader Training sessions in June/August, Area Directors plan to present Round 2 Club Leader Training sessions during December and February.
- Seminars – see What's Hot.

### Clubs in Formation or Prospective Clubs:

- There is one club currently in formation – Australian Catholic University.
- The Area Directors and D90 New Clubs Officer (Melody Braithwaite ACG) have formulated a 'new club' plan for the Division.

### Speechcraft:

Speechcraft is an educational opportunity for the public and a new member opportunity for clubs. A number of courses have run during the year and there are a number planned to start between now and February 2016.

I look forward to the club members, Clubs and Area Directors achieving their goals. With their support Hawkesbury Division will achieve its goals and be Distinguished or better by 30 June 2016.

## Macquarie Division Director's Report

### Les Saville DTM

A big THANKS to my Area Directors: Brian Jones, Stephanie Dunn, Gian Alarcon, Valerie Close, Stephen White and Adrian Morrisson for the use of creativity and enthusiasm in planning their goals and support for Hawkesbury Division as judges in Area contests.

#### New Club:

Rouse Hill Toastmasters Club chartered on 30<sup>th</sup> September 2015. This is the second club to charter in District 90. Area 7 Director and Club President Shaun Premnath are supporting my special CLT session to train the new club officers. The club recently held a Table Topics Contest with the winner competing at the Area 7 Contest on 10<sup>th</sup> October. Congratulations and appreciation to the sponsors, The Hills District Toastmasters Club and mentors, Jennifer Leone and Eddy van der Hout. Appreciation must also go to Michael Said and Shirley Childs.

A special mention for Geri Rich, who demonstrated how commitment to excellence and persistence, really paid off in the process of this charter.

#### Two more proposed clubs:

1. Negotiations are underway in Norwest. Gian Alarcon and his team expect to build and charter a corporate club in this suburb.
2. Novartis moved from the city to Macquarie Park at the end of October. Management is keen to charter a corporate club soon after they have settled in. To cap it off, Novartis will also host the Division International Speech and Evaluation Contest in April 2016. Novartis will be a new club for Area 3, Macquarie Division/District 90.

#### Official Visits and Renewals:

At the time collating this report:

- Sixty percent (19/32) of club visits have been registered online. Area 2 and 16 will be lodged in late October. Area 7 Director will visit Rouse Hill Toastmasters Club after the 12<sup>th</sup> October. This will complete his club visits.
- Ninety six percent (30/32) of clubs have submitted membership renewals.

There was concern that Macquarie University Club was not meeting. However, I attended a meeting on Tuesday 13<sup>th</sup> October to help the members form a viable committee, give them insight into the Toastmasters program and hold a CLT session for the new committee.

Michael Said is following up Oracle Toastmasters Club to assist with their challenges.

#### Current Membership:

The TI Dashboard in September indicates we have 763 members. To this should be added 28 from Rouse Hill Toastmasters Club plus new members throughout the division. Low membership clubs include Macquarie University, Oracle and Thornleigh. We are working with these clubs to help them build numbers.

#### Contests:

By the time this report is published, all club and Area contests will be complete and we will be looking forward to our Division Contests event.

#### Creativity Segment:

- Dural Toastmasters Club is hosting the 2015 Lifeboat Debate on the 21<sup>st</sup> November. Invitations have been sent out and members are encouraged to attend one of the best evenings of the year.
- Educational sessions are being organised and members are encouraged to participate.
- Developing new clubs and organising events are ideal opportunities for members to learn strategic planning and develop leadership skills. Support will be provided by the District. It is also an opportunity for members to undertake an HPL project.

## Northern Division Director's Report

### Ros Scoble DTM

Toastmasters of Northern Division are an amazing group of people who come together for a common purpose with the commitment and determination to press on despite the tyranny of distance and the limiting factor of small numbers. I admire each and every one of them. The strengthening process has continued and we continue to Share the experience, Explore the opportunities and Spread the excitement. Northern Division is well on track as the statistics indicate.

Club/Area	Semi annual	Leadership Training	DCP	Memb-ership	Area 20	Semi annual	Leadership Training	DCP	Memb-ership
<b>Area 1</b>					Federation	Y	4	2	10
New England	Y	4	1	17	Glen Innes	Y	7	1	16
Tamworth Toastmasters	Y	4	2	29	Inverell	Y	6	1	20
Tamworth Communicators	Y	5	1	23	Inverell Breakfast	Y	5	4	20
<b>Area 18</b>					<b>Area 31</b>				
Gunnedah	Y	6	1	15	Fossickers Way	Y	4	0	26
Moree	Y	6	2	13	North West Speakers & Leaders	Y	5	1	21
Narrabri	Y	4	1	14	Quirindi	Y	6	1	15

#### "What's Hot" in Northern Division:

Humorous Contest Results – Rob Philp (1<sup>st</sup> Place), Andrew McFarlane (2<sup>nd</sup>), Alison Maberly-Smith (3<sup>rd</sup>)

Table Topic Contest Results – Ann Mason (1<sup>st</sup> Place), Harold Fenton (2<sup>nd</sup>), Rob Philp (3<sup>rd</sup>)

Congratulations to these fantastic speakers. We wish them good luck in the upcoming District 90 Contests in Tamworth.

#### Club or Member Milestones:

Inverell Breakfast Club celebrated 15 years in September with a giant birthday cake at the Communicator of the Year function.

Fossickers Way Toastmasters Club was able to hold their Charter Dinner on 20<sup>th</sup> September in Barraba. It was a fantastic evening enjoyed by all. The members are looking forward to an exciting year.

Personal achievement for the members of Northern Division is high on our list of priorities. The leadership team congratulates the following members – Malou Deakin ACB, Annette Hadley CC, Sheridan Lawson CC, David Maddigan CC, Carol South ALS, Carol South DTM, Lorraine Bell CC, Roslyn Scoble CL, John Taylor CC, Julia Hassall CL, John Sommerlad CC

Congratulations to Triple Crown Award achievers Rob Doyle, Alison Edwards, Shiralee Franks, Marie-Louise Geary, Elizabeth Hingston, Linda Tighe, Sue Boschma, Heidi Adams

#### Division Events (contests, CLT, or seminars):

CLT was organised in Barraba, Gunnedah, Glen Innes and Moree enabled all clubs to have at least four executive members trained. Tamworth and Tamworth Communicators worked together to deliver a Youth Leadership course at McCarthy Catholic College.

#### Dates to Remember

31 <sup>st</sup> October, 2015	Leadership Expo in Barraba
27 <sup>th</sup> -29 <sup>th</sup> November, 2015	Semi Annual Conference in Tamworth
30 <sup>th</sup> November 2015	Completion of Area Director visits
5 <sup>th</sup> December, 2015	Commencement of second round of CLT
17 <sup>th</sup> January, 2016	Area 18 CLT in Narrabri
13 <sup>th</sup> February, 2016	Area 1 and Area 31 CLT and Area Council Meetings, Tamworth
17 <sup>th</sup> February, 2016	Area 18 International and Evaluation Contests

**Speechcraft:** Co-ordinator Elizabeth Lloyd is planning a great year. Details out soon.

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

### **Udo Moerig DTM**

#### **2015-2016 Goals for Division:**

Goals for Oxley Division remain the same - to be a President's Distinguished Division. To date, we are on track to achieve this with CLT, renewals, educational awards and a new club, all working towards this goal.

#### **"What's Hot" in Oxley Division:**

There are many highlights, which include:

- Charter of INFocus on 2 August – the first club to charter in District 90
- CLT attendance
- The conduct of all Area contests in the 4 contests on the one day format
- Membership renewals

#### **Club or Member Milestones:**

Over the remainder of the year, milestones will without doubt be many, for both clubs and individuals.

To date club milestones include Yamba Yabbies being second on the list of educational achievements in the district.

Also of note is the change of venue for Byron Cavanbah that has seen the club move from 11 to 19 members in 6 months. Well done both!

Lennox Lightning turns 10 in November! Congratulations!

#### **Clubs at Risk / Club Challenges:**

We do have a challenge with membership in a number of clubs - particularly in Area 29, where the sprawling nature of population centres, poses a challenge. Oxley Division is almost 500km long and has 16 clubs based around major population centres. This means many "open spaces" where small centres cannot sustain a club. This is a challenge we, as a District, need to look at.

#### **Division Events (contests, CLT, or seminars):**

All Areas have held their contests in the "4 on 1 day" format. The success, or failure, of this experiment is still to be determined, but the consensus is that "it was worth a try".

#### **Clubs in Formation or Prospective Clubs:**

INFocus is the first club chartered in District 90! The Charter Dinner was held on 16 October and greatly enjoyed by the 33 Toastmasters in attendance. Two years of hard work and a change of direction in late 2014, brought a promise to fruition. Congratulations to Mary Ford and Judy Mason as sponsors of the club.

#### **Speechcraft**

Toni Purdy DTM, Area 30 Director and Oxley Speechcraft Coordinator, conducted a Speechcraft course for Byron Shire Council. Unfortunately, this did not lead to the creation of a club in Council but will, hopefully, lead to a flow on of new members in other clubs in the region. Other courses are in the planning stage in Areas 5 and 29.

#### **What can District 90 do to help Oxley Division?**

The geographical nature of the Division above, and the physical barrier of the Great Dividing Range and the sparse population between major centres, poses a number of challenges.

I would like to see a "gathering" of senior District, Division and Area members meet to discuss what can be done.

## Western Division Director's Report

### Scott Trist ACS ALB

I pay tribute to all of our Area Directors and fellow Toastmasters who have excelled in dedicating a huge effort and amount of time towards building a stronger Western Division. I especially want to recognise Area 14 Director Steve Semmens, who has had to resign his position because of a health issue. I hope that he will have the opportunity to serve again in the not too distant future. A huge thank you to past Area Governor and long time Bathurst/Lithgow Toastmaster Merv Tobin for stepping up to cover the role.

It is an honour to be working with such a dedicated team.

Area 04 — **Dharmika Kulatunge ACB**  
Area 11 — **Peter Walker ACS ALB**  
Area 13 — **Ben Trojko ACB ALB**  
Area 14 — **Merv Tobin DTM**  
Area 26 — **Chris McLoon CC**  
Area 27 — **Pradeep Penke ACG CL**  
Area 28 — **Eddy Vander Hout ACB ALB**

We currently have 30 active clubs in Western Division.

Area Directors are engaging in Club Visits and applying themselves in serving their clubs. Reports are being lodged with TI.

### Club Leadership Training

Western Division conducted seven CLT sessions throughout our Division for the July-August period. A great effort has resulted in five clubs having all seven officers trained and 24 with four or more trained.

Thank you to all who assisted in delivering the training, working hard to ensure the majority of club officers were trained. We are currently working on a new strategy to enable more corporate club members to be trained in our next round of CLT.

Area 4 is preparing to host our Division International Speech & Evaluation Contests next year. Area 11 Director Peter Walker launched The Area 11 Newsletter in October. A number of clubs in Area 13 regularly run very successful Speechcraft courses and are combining efforts in order to achieve better outcomes. Area 14 is running a Tall Tales and Talent performance contest at a Toastmasters dinner, Saturday 31st October the night before Western Division Humorous Speech & Table Topic Contests at Dubbo. Area 26 is developing strategic plans to support, train and benefit corporate clubs and their members. In Area 27, CBA Parramatta Toastmasters is in formation and looking to charter in the near future. Area 28 is actively rebuilding the strength of smaller clubs.

One of our goals this year is to strengthen the skills of all members through all forms of training. I am pleased to announce that Area 27 Director Pradeep Penke ACG CL has accepted the position of Western Division Speechcraft Co-ordinator and is organising training sessions for Speechcraft Co-ordinators.

As I finalise this report, all Western Division Area Humorous Speech & Table Topics contests have been completed and we are about to conduct our first unforgettable, not to be missed, dynamic Western Division Humorous Speech & Table Topic Contests at Dubbo.

Congratulations to Holroyd and Glenbrook Toastmasters clubs who have both celebrated their 25th Year Anniversaries and Nepean Valley Toastmasters on their 1,000th meeting in August.

As a team, we will do our best to uphold the Toastmasters International core values of Integrity, Respect, Service and Excellence.

## Motions on Notice

### **Motion 1:**

“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: Michael Said ACG CL**

## General Business

## Close



# ADDENDUM

## District 90 Council Continuing Motions

Adopted May 16, 2015

### A. GOVERNANCE

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

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

Article V: Boundaries

The geographic boundaries of this District shall be as follows:

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

Article XIII: Rules of Order

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

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

### B. ADMINISTRATION

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

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

(ii) Administer the affairs of District 90 between meetings of the District Executive Committee in accordance with the procedures and budgets adopted by the District Council.

(iii) Review and monitor the status of Clubs, Areas and Divisions.

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

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

B4 That at District 90 Conferences, copies of all relevant reports be made available to all Toastmasters,



whether in a voting or non-voting capacity, at the time of registration at the Conference venue.

- B5 That an up-to-date list of all District Continuing Motions be included in the Agenda and Reports Book at each District 90 Council Meeting.
- B6 That the results of all District 90 Contests and Awards, made at District 90 Conferences, be recorded by the District Administrative Manager as an addendum to the minutes of that Council Meeting.
- B7 That at District 90 Council Meetings, the apologies be recorded in an Apologies Book at the Voting Rights Desk.

### **C. FINANCIAL**

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

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

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

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

### **D. BUDGETING**

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

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

## **E. AWARDS**

- E1 That the District Management Committee select each year a District 90 Toastmaster of the Year using the following procedure, with the award to be presented at the District 90 Changeover Dinner.
- Nominations to be called for by 31 January, from clubs and members with nominations to close on 15 May.
  - Any eligible Toastmaster, excluding District Management Committee members may be nominated.
  - Each nominator may nominate only one Toastmaster.
  - The criteria for selection shall include but not be limited to:
    - Active membership in any club in District 90.
    - Outstanding and continuous service to District 90 and its predecessor including beyond the current year.
    - Attendance at District 90 functions.
    - Contributions to District 90's goals of club formation, membership building and Distinguished Clubs.
- E2 That the District Management Committee select at its meeting after the Annual Conference each year, an Area Director of the Year with the award to be presented at the District 90 Changeover Dinner, the criteria for consideration for the award to include but not be limited to:
- Distinguished Area status.
  - Attendance at Area, Division and District meetings.
  - Area Director's Club Visit Reports submitted on time
  - Quality of Area Council meetings, contests and training sessions.
- E3 That the District Director, Program Quality Director and Club Growth Director select a Division Director of the Year with the award to be presented at the District 90 Changeover Dinner, the criteria for consideration for the award to include but not be limited to:
- Distinguished Division status.
  - Attendance at Area, Division and District meetings.
  - Quality of Division Council meetings, contests and training sessions.
- E4 That the District Management Committee select a recipient for the Jazzer Smith Award at its meeting prior to the Annual Conference, the recipient to be a member of District 90, excluding the Management

Committee, who exemplifies in some way, the attributes and characteristics of the late Jazzer Smith such as courage, overcoming adversity, persistence and perseverance, loyalty to Toastmasters, pride in Toastmasters, friendliness, cheerfulness and support for other members, and in addition a citation is to be prepared to be presented with the award by the current Northern Division Director at the Annual Conference.

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

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

Where:

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

**F. DISTRICT CONFERENCES**

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

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

**G. DISTRICT SPEECH CONTESTS**

G1 That District 90 Contest finals are held as follows:

Semi Annual Conference	Table Topics
	Humorous
Annual Conference	Evaluation
	International

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

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

G3 That District 90 provides personal trophies to be retained by the first, second and third place getters of District level contest finals with contestants receiving participation certificates but not placing certificates.

G4 That District 90 encourages clubs to use their own members as judges for their club contests where possible in order to provide training in contest judging for members.

## District 90 Council Meeting and Voting Proxies

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

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

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

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

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

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

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

I, \_\_\_\_\_ being the President of the above Club nominate

\_\_\_\_\_ to carry my proxy for the District 70 Council Meeting

to be held on 28 November 2015 at West Tamworth League Club, Tamworth.

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

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

I, \_\_\_\_\_ being the Vice President Education of the above Club nominate

\_\_\_\_\_ to carry my proxy for the District 70 Council Meeting

to be held on 28 November 2015 at West Tamworth League Club, Tamworth.

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

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