



Minutes District 107 Executive Committee Meeting (hereinafter, “DECM”)

Saturday, 4 May 2024

(Hybrid Rabat) - 9:30 Portugal & Morocco / 10:30 Spain

I. OPENING (meeting started at 09:30 / 10:30h)

A. Call to order / Welcome address

District Director (hereinafter, “**DD**”) welcomed the District Executive Council (hereinafter, “**DEC**”) and called the meeting to order.

B. District mission (slides 3 - 11)

The Administration Manager (hereinafter, “**AM**”) thanked everyone for answering e-mails and sending what is asked by the Core Team. Then she presented the District’s mission: “*We build new clubs and support all clubs in achieving excellence*”.

C. Robert’s Rules of Order and Parliamentary Procedure (slides 12 - 28)

Our **parliamentarian** gave an overview on how to conduct a successful meeting by explaining briefly the use of Robert’s Rules of Order. Highlights of main points:

1. If we are in a small meeting it’s easy to make decisions but in a larger meeting, it becomes more difficult.
2. We must transform chaos into order and for that, we have Robert’s Rules of Order.
3. A motion is a formal way a member can ask the assembly to take any action or recommendation.
4. An action can be a decision or can be open for further discussion.
5. Handling of the Main Motion - I move to - I second - chair opens the floor for discussion - discuss - vote.
6. If amending - I move to amend - I second - chair opens for discussion - discuss - vote.
7. Address the chair - raise your hand - lower your hand after being given the floor - mute at the end.
8. If you want to second - write “second” in the chatbox or you say it out loud if in person.
9. If you want to speak during the debate, raise your hand, lower your hand when given the floor - mute at the end. Note that you may not need to speak if the previous person has already addressed your concern.
10. For online voting, you will receive a pop-up to vote.
11. Quorum is the majority of DEC members.
12. Most of the motions are approved by a majority of votes. Only the votes in favor or against will count toward the vote.
13. Abstention by non-voters is not taken into account for decisions.
14. How are motions approved? The chair will ask if there is an objection to the motion.
15. If no one opposes - the motion is approved.
16. If someone opposes - voting must take place individually in person by raising hands and online via poll with a pop-up on the screen.



D. Certification of the quorum (slide 29 to 32)

The **AM** informed the quorum required for the DECM is the majority of the members. The DECM has 38 members and we had 27 confirmations so quorum was reached. Quorum is the minimum number needed to conduct meetings and make important decisions.

E. Adoption of agenda (slide 33 - 34)

The **DD** presented the agenda that had been timely submitted to the DEC members. There were no objections and the agenda was approved.

F. Online DECM MoM approval (slide 35 - 36)

The **DD** presented the minutes of the previous DECM (online) that had been timely posted on the District 107 website. The November 2023 online DECM minutes were approved without objections.

G. District Success Plan (slides 37 - 151)

District Success Plan Status Report - (slides 38 - 74)

1. **DD** Inspired us to be more We want to be better and to continue our journey to be **Smedley Distinguished District** again this year and made a summary about what we have achieved so far.
2. **DD** remembered the District Motto and Vision
3. **DD** asked us to look carefully to the numbers and remembered our responsibility in reaching them.

Program Quality Plan Report - (slides 75 - 89)

1. **PQD** remembered that quality is a responsibility of everyone.
2. **PQD** remembered us about the Distinguished Club Program.
3. **PQD** informed that we have 34 distinguished clubs and that we need 49 to become Smedley Distinguished.
4. **PQD** informed that the new Learning Management System will launch 6 paths in 6 languages.
5. **PQD** gave information about the New Base Camp User Experience
6. **PQD** showed us how we can check if our education achievements are submitted to both Base Camp and Club Central.
7. **PQD** remembered that the team of Program Quality Ambassadors are all of us.

Club Growth Director Report - (slides 90 - 105)

1. **CGD** informed us that we still need 17 more clubs to become Smedley Distinguished.
2. We have 3 new clubs.
3. We have 5 prospectives likely to charter until June 30.
4. We lost 8 clubs dead clubs, and we need to renew 7 clubs.
5. **CGD** presented the results of the AD's club visits.
6. **CGD** informed that so far we have 23 of 92 reports of visits.
7. **CGD** informed that the reports should have detailed information and actionable improvement suggestions.

Marketing and Public Relations Plan - (slides 106 - 114)

1. **PRM** remembered the PR motto: Your voice. Your Story. Our inspiration.



2. **PRM** presented the PRM realizations.
3. **PRM** informed us about the upcoming assignments: celebrating achievements, 5 questions with a leader, First Meetings Wall, recording four podcast episodes.
4. **PRM** presented the pending projects: regional websites.

Finance Report - (slides 115 - 131)

1. The **Financial Manager** (hereinafter, "FM") presented the execution rate of the Budget (52,35%) and the distribution by category.
2. **FM** showed us the status by Division and Area.
3. **FM** asked to make last spendings until the 30th of June.
4. **FM** informed that if we need to go over allowances, we should send an email to him plus **DD** or **PQD**.

IT Manager Plan - (slides 132 - 151)

1. **ITM** presented what is new in the Base Camp user experience.
2. **ITM** talked about how AI could help us.
3. **ITM** presented suggestions for next year.

H. Division Director Success Plans (slides 154 - 207)

I. Current District Business

Alignment / Point of Situation - (slides 209 - 224)

1. District 107 is a big puzzle.
2. Timeline was explained.
3. The preliminary alignment proposal was presented.
4. **DD** moved to approve the preliminary alignment proposal as presented by the Alignment Chair, given the current information.
5. As there were no objections, the motions was approved.
6. The new alignment proposal will be presented at the DCM in May.

District Leadership Committee Report - (slides 225 - 231)

1. **Immediate Past District Director** (hereinafter, "**IPDD**") presented the DLC Team.
2. **IPDD** informed about the DLC Timeline and the district roles for next term 2024-2025.
3. **IPDD** presented the DLC report with the candidate's names.
4. **IPDD** presented the candidate Corner.
5. **IPDD** informed that the elections will take place in DCM and that the vacant roles will be filled by June 30 and endorsed by future **DEC**.

Spring District Conference - (slide 232 - 240)

The Conference Chair presented all the information about the event.



2024/2025 – District Events - (slide 240 - 257)

1. **PQD** presented the Fall Summit 2024 that will take place in Setúbal, Portugal from the 8th to the 10th of November.
2. **PQD** presented the Spring District Conference 2025 that will take place in Rabat, Morocco on the 17th and 18th of May.

DD gave a warm thank you to everyone who attended

The meeting was adjourned at 12:30, 13:30.