



Minutes District 107 District Council Meeting (hereinafter, “DCM”)

Saturday, 18 September 2021

(Online) - 09:30 Morocco & Portugal / 10:30 Spain

I. OPENING (meeting started at 9:35 / 10:35h)

A. Call to order / Welcome address (slides 1-4)

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

1. The DD gives a warm welcome and thanks to everyone for their availability on a Saturday morning.
2. The DD explains the purpose of the DECM (District Executive Council Meeting) and the district officers who make up the DEC team (Area Directors, Division Directors, the District Core Team, and the Immediate Past District Director). They are the only ones allowed to attend DEC meetings to make executive decisions based on District matters. This is the District Executive Council.
3. The District Council (DC) is all the above (Core Team, Division Directors, Area Directors plus club Presidents and VP's).
4. Each team, each council (District Core team, District Executive Council team, and District Council team) makes different decisions.
5. For example, to decide on the location of the District Officer Training the Core Team makes that decision. The next District Officer Training (DOT) for Area and Division Directors will be in Lisbon in February 2022.
6. Who decides the languages of the contests? The District Executive Council.
7. Budget - the decisions regarding the budget start with the Core team. Then approved by the DEC. Last weekend it was approved unanimously by the District Executive Council and then final approval by the District Council, presented today, before sending it to Toastmasters International (TI).
8. The most important decisions get approved by the District Council at the DCM (District Council Meeting) which happens twice a year (September and May).
9. Today we will share with you the District strategy, the budget, the conferences, and information regarding the contests.

B. District mission (slides 5 - 6)

The Administration Manager (hereinafter, “**AM**”) read 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 8 - 27)

Our parliamentarian gave an overview on how to conduct a successful meeting by explaining briefly the use of Robert’s Rules of Order. First, she discussed online etiquette, muting ourselves, and naming ourselves accordingly (AD_area_name, DIV_division_name, Core team (DD, PQD, CGD, PRM, FM, ADM, IT, PARRL)). 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 investigation/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. You will receive an email with a link to vote but only those of you who are part of the District Council are allowed to vote.

D. Certification of the quorum (slide 28)

The AM informed that the quorum required for the DCM is the majority of the members. Quorum is the minimum number needed to conduct meetings and make important decisions. A quorum was reached 129/198. AWESOME!

E. Adoption of agenda (slide 29)

The DD presented the agenda that had been timely submitted to the DEC members. The agenda was adopted and the agenda was approved.

F. Online DCM MoM approval (slide 30)

The DD presented the minutes of the previous DCM (online) that had been timely posted on the District 107 website. **The 18 July 2021 DECM minutes** were approved without objections.



G. District Success Plan (slides 31 - 119)

DD Report - (slides 31 - 39)

1. Our District Vision and Goals - the main goal is to build new clubs and support all clubs in achieving excellence. This applies to everyone, areas, and divisions of all districts around the world.
2. This year it's about GROWTH and SUPPORT.
3. We want to be a **Smedley Distinguished District** which means that it has grown its membership, has increased the number of clubs, and these clubs are proven to provide their members with a consistently high-quality experience.
4. Concerning GROWTH
 - a. We want to increase the membership base by 10% (in payments)
 - b. We want to have one new club in each area (23 new clubs)
5. Concerning SUPPORT
 - a. We want to have 47 distinguished clubs. This is a realistic goal. We are recognized for education excellence so we just need to provide the clubs with all of our knowledge and tools so that they understand what is needed to become a Distinguished club.
6. DD ends with District Motto and Vision = **Let's Dive In and Rise to the Top!**

Program Quality Plan Report - (slides 40 - 47)

1. The goal is to achieve 47 Distinguished Clubs - we want to be awarded **Smedley Distinguished District**. A distinguished club is what TMI measures in quality.
2. We want our clubs to have QUALITY.
3. DCP goals (education 6 goals - membership 2 goals - training 1 goal - administration 1 goal).
 - a. Ensure members grow in their paths. Give more speeches.
 - b. Train all officers.
 - c. Ensure members renew their membership.
 - d. Ensure TMI has an updated list of club officers.
4. We want 47 clubs to be distinguished.
5. Challenge - for each club to have 20 members or membership growth of +5 in growth and 100% Pathways adoption. Some members are still reluctant.
6. We should be proud - we were the second district in the world in PATHWAYS ADOPTION.
7. We will be tracking monthly recognition and video tutorials in the form of educational pills.
8. PQD ends with District Motto and Vision = We count on all of you to **Dive In and Rise to the Top!**

Club Growth Director Report - (slides 48 - 83)

1. We have 6 divisions (A-B-C-D-E-F) and 23 areas.
2. Strong clubs are usually high-quality clubs.
3. There is no such thing as weak clubs. They are now TO BE IMPROVED clubs with 12 members or less.



4. We want to grow 10% plus add 23 clubs.
5. Achieve 47 clubs Distinguished clubs (DCP).
6. We need to take care of renewals before October 1st.
7. We need to submit our club visit reports before the end of November.
8. CGD also means CREATE - GREAT - DESIRE to grow!!
9. By creating 7 more clubs that will help us become Smedley Distinguished.
10. We need to add 2 new members to each club to reach Smedley Distinguished District.
11. Smedley Distinguished IS POSSIBLE!!
12. We will have Club Growth Awards.
13. Assign a Club Coach - find a club coach ASAP if your clubs need improvement (TBI = To Be Improved).
14. We are working to create a NEW CLUBS ACADEMY.
15. Events: Learners (8) - Corporate Summits (3) - Open Houses.
16. Possibilities are here! **CREATE A GREAT DESIRE TO GROW!!**

Marketing and Public Relations Plan - (slides 84 - 93)

1. As toastmasters, we can make a difference in society.
2. Mission / District motto for this year = Dive In and Rise to the Top!
3. District Rebranding - District Iberia 107 is now District 107, tmdistrict107.org
4. Recognize Achievements.
5. Toastmasters Awareness Activities.
6. Be present - Be Creative - Be Funny - Be Brave - Be Engaging!

Budget 2021-2021 (slides 94 - 117)

FM highlights:

1. We have a much smaller budget this year.
2. Money is to help clubs with strategy, tools, and resources that are Toastmasters related.
3. Conferences - the revenues need to cover the expenses.
4. Allowances for District Officers is for the entire year.

Q&A District Budget Approval (slides 118 - 119)

1. Motion to approve the budget was presented. Division A Director seconded the motion. Following are the points of information.
 - a. President Runner TM Club: Can the District pay FB ads for clubs?
 - i. DD replies and suggests asking their Area Director / Division Director. There may be a possibility of doing a joint campaign within the area / division and this would then be possible.
 - b. President of Young Entrepreneurs Toastmasters Club - To decide on the budget you need to have comparative figures to know what was spent last year even if last year's is only estimates.
 - i. FM replies that the money that was spent last year is only a fraction of the budget. We didn't travel; we had no in person meetings. There is



- really no basis for comparison. This year the allowances are low due to low revenue.
- ii. DD adds that the budget is not a continuation of the previous year.
 1. We have to start from ground zero - from scratch.
 2. We approve the budget every year.
 3. The budget is smaller due to the pandemic.
 4. Each year we have a new team - ground zero budget starting from scratch.
 - c. VPE Torres Novas: What happened to the money that was not spent last year?
 - i. DD replies that it was sent back to HQ.
 1. As mentioned earlier we have to start all over from ground zero.
 2. New year - new team - new budget!
 - d. VPE Portimao: Priority for this year is to have Hybrid Meetings. Will there be funds available from last year's savings for each club to buy equipment?
 - i. As mentioned earlier we have to start all over from ground zero.
 1. There is no revenue and no expenses that come from last year.
 2. But this year Area and Division Directors have money. They don't have that much. Reach out to them and they will reach out to us if they need help.
 3. Maybe the Area / Division could share the equipment. It all depends. Reach out to them.
 - e. President Lisbon MBA: He suggests for the budget to be sent in advance before the meeting.
 - i. DD replies to check the email that was sent a few days ago with all the information including the budget.
 - f. VPE Lisbon MBA - He has concerns about not being able to spend money on the equipment needed for hybrid meetings. What happened to the money that wasn't spent and was handed back to TI HQ?
 - i. DD replies and mentions that the **rule is that the budget for the new year starts from scratch, from ground zero.**
 1. She suggests reading the minutes from the board of directors. Go to the TI website and read how they will be using the money that was not spent.
 2. Reach out to your Area Director or Division Director and let them know what you need.
 3. Try to join efforts with other clubs.
 - g. VPE Tecmaia - Taking into account that we do not have the money that wasn't spent last year, he suggests that the District petition that other Districts take up this issue with Toastmasters International and that this be reviewed for the future - that money saved from one year be used for the following year.
 - i. DD will bring this up with the other Districts in region 10. There seems to be a concern not only within our District but with others as well.
 - ii. This year's budget has already been presented to Toastmasters International but hopefully we can have feedback about how to move forward in future years. This subject is discussed at the Board of Directors meeting that takes place every year at the International Convention in August.



- h. VPE Oporto Toastmasters Club - Seconds what VPE Tecmaia has said. The percentage for Travel and Lodging seemed to be maxed out. All the other items are not.
 - i. AM responds by saying that those amounts are what help the District Officers fulfill their roles. Travel, Lodging and Food are basic expenses.
 - ii. Even this year the maximum amount is not enough to cover travel and lodging for the two officer trainings that we have.
 - iii. We can't max out on every single area.
- i. President of Advanced Runners asks if the budget rules were adapted to the new pandemic situation.
 - i. DD mentions that Toastmasters International, at the board meeting, made a few adjustments based on the current realities we are facing. The solution seems to be one size fits all. It's difficult to cater to each country and each district.

DD opens the floor to those in favor or opposed to the budget.

The DD confirms that we all agree that this topic should be addressed with Toastmasters International. That the money saved from one year should be used for the following year.

FM reviews the voting procedure. Voting took place via email using election runner.

The DD adds that the budget is an ongoing topic for discussion. If anyone ever has questions they should reach out to the district core team.

VPE of Tecmaia adds that the next time we are asked to vote there should also be an "abstain" option and not simply a YES or NO in case someone would like to follow that route. A blank vote is not the same as "abstain".

- a. DD will add this as a point to be improved.

FM shares the screen with results.

- 93 voters
- 93% - 89 votes in favor with a YES
- 7% - 7 votes against with a NO

The budget is APPROVED!

Nevertheless, the DD mentions that the district will reach out to TI to address that the money saved from one year should be used for the following year.

H. Current District Business (slides 120 - 135)

District Leadership Committee (slides 121 - 126)

IPDD (DLC Chair) - Our responsibility as leaders is to lead. Also, since the moment we step into the role our objective is to spot new leaders - our successors - and this is the role of the DLC.



- Call for DLC - September 11th
- Appointment of DLC - October 31st
- Call for nominations - November 30th. You are free to nominate yourself and others.
- Deadline for candidates to declare intent to run - December 31st
- Interviews start - January 15th to February 28th
- DLC submits report to DD by April 2nd
- DD publishes nominations by April 16th

Several questions are raised by the VPE of Tecmaia regarding the DLC process.

1. Does the Finance Manager and the Administration Manager have to go through the DLC interview process?
 - a. DLC Chair responds NO, they do not have to go through the DLC process but YES, for area directors.
2. For all elected positions, candidates from the floor at the spring conference, do they also have to go through the interview process as required in the past years? Or, can they run without having gone through the interview process?
 - a. DLC Chair responds that candidates from the floor for any position must go through the DLC process.

IT Report - (slides 127 - 133)

1. EasySpeak - help and information desk.
 - a. Tutorials on how to use EasySpeak.
 - b. Support email: easyspeakhelpD107@gmail.com
2. Hybrid sessions - transition to hybrid.
 - a. IT tools to help you and for you to share with others.
 - b. Share information - itm@district107.org
3. Online footprint - clubs in an online world.
 - a. Video tutorials on how to create and maintain a website.
4. Hybrid session support.
5. New infrastructure to create a legacy and to make it easier for future IT District teams.
6. NEW WEBSITE - tmdistrict107.org
7. Continue sharing your knowledge through the EasySpeak WhatsApp group.

Marrakech, Fall Summit 2021 (slide 134)

PQD gives us a brief report:

- Dates: 5 - 7 November 2021
- There will be activities on Friday and on Sunday
- Speaking games and the training TLI will be held on Saturday.
- The venue will be in a 5-star hotel - more details will be sent to you via email by Claudia our Admin Manager.
- There will also be keynote speeches.
- Meet and mingling activities.
- There are two packages.



- The early bird is 75 euros.
- The full package is 115 euros which includes a gala dinner.

The Marrakech team has an amazing event waiting for us and will share with us soon all the activities they are planning!

Aveiro - District Conference 2022 (slide 135)

The FM takes the floor and speaks on behalf of the District Spring Conference Chair with regards to the conference to be held in Aveiro, Portugal, in May.

- Dates: May 14 - 15
- It's the Venice of Portugal and almost always sunny or at least in their hearts, it is. ;-)
- The conference will be held in an old ceramics factory.
- There will be sessions for clubs, areas, divisions, toastmasters life, workshops and of course, the speech contests.
- There will be amazing food, amazing hospitality, amazing facilities, and an amazing toastmaster's spirit.
- The people there will be opening their arms to receive you!
- The theme will be BETTER TOGETHER!

PQD interjects and mentions that the speech contests will be held in ENGLISH (official contest - International Speech Contest), FRENCH, PORTUGUESE AND SPANISH.

Several questions are raised by the VPE of Tecmaia regarding contests:

1. Are clubs free to have other contests up to Division Level such as evaluations?
 - a. DD responds with a YES!
2. For the fall summit, in the past, we have had speaking game competitions. Is this still going to happen?
 - a. PQD responds with a YES and mentions that they can apply to participate in the registration form.

I. New Business (slides 136 - 144)

International Convention Update

DD quickly gives a brief update on the International Convention.

- Morag Mathieson is the first European to be elected as the first VP in the International Trio.
- Our International President is Elizabeth Nosdet
- Our Region 10 Director from Italy is Francesco Fedele - he will be able to help us with the issues on the budget. He will support us on this issue.

DD highlights two decisions made at the interventional convention board meeting:

1. Our District Council Meetings have to be held online. Our next DCM will be held at the same time as Aveiro and online. If you are in Aveiro you will have to join on your computer or phone. This is mandatory.



2. If you apply for a District officer role you will be elected online.
3. New Pathways level 1 - revised - new projects, etc.
4. Toastmasters International Convention will be held hybrid in Nashville, Tennessee, August 17 - 20, 2022.

A special mention to Isido Sousa for being the first member of our district to make it to the International Speech contest finals. He is a winner already representing us on the podium.

DD thanks everyone for attending the meeting and reminds everyone to attend the next DCM in May.

The meeting adjourned with a happy picture moment at 13:05.