



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

Saturday, 16 September 2023

(Hybrid Lisbon) - 9:00 Morocco & Portugal / 10:00 Spain

I. OPENING (meeting started at 10:05 / 11:05h)

A. Call to order / Welcome address

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

1. The **DD** remembered the District’s new motto: Empowering Voices
2. The **DD** welcomed the District 107 Team of Officers
3. The **DD** welcomed the new countries entering District 107: Algeria and Tunnis.
4. The **DD** welcomed a new member of the DEC, **Area Director** from **A4** in substitution of the former **Area Director** who had to step down.

B. District mission (slides 4 - 12)

The Administration Manager (hereinafter, “**AM**”) asked for the help of everyone to answer e-mails and send 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. Inspirational Moment (slide 13)

The 92 District Director gave us an inspirational moment by complimenting us for being leaders and being in TM to serve. He inspired us by telling us to keep on our journey to empower voices, including our own voices, and challenged us to be Smedley Distinguished again and, even better, become one of the top districts in the world.

D. Robert’s Rules of Order and Parliamentary Procedure (slides 14 - 33)

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.

E. Certification of the quorum (slide 34)

The **AM** informed the quorum required for the DECM is the majority of the members. Quorum is the minimum number needed to conduct meetings and make important decisions. A quorum was reached.

F. Adoption of agenda (slide 36 - 39)

The **DD** presented the agenda that had been timely submitted to the DEC members. The agenda was adopted with some changes. DD that we should add the presentation of the alignment plan and take out the alignment change in Division F because it is not possible to realign during the term unless there is a serious problem. There were no objections and the agenda was approved.

G. Online DECM MoM approval (slide 40 - 41)

The **DD** presented the minutes of the previous DECM (online) that had been timely posted on the District 107 website. The May 2022 online DECM minutes were approved without objections.

H. District Success Plan (slides 42 - 155)

DD Report - (slides 43 - 71)

1. We want to be a **Smedley Distinguished District** again this year and this is only possible with the cooperation of everyone.
2. **DD** inspired us to be more creative.
3. **DD** emphasized the need for growth.
4. **DD** reiterated that we are a team.
5. **DD** ended with District Motto and Vision

Program Quality Plan Report - (slides 72 - 101)

1. Quality equals **Smedley Distinguished District**. There are only six districts in this rank.
2. It is important to read the District Leadership Handbook
3. The Moments of Truth Tool Kit was presented as a path to quality.
4. It was emphasized the importance of getting to know the Distinguished Club Program.
5. DCP goals (education - membership - training - administration).
6. The Tunis Toastmaster was the first club to achieve the Distinguished Club recognition,
7. The District needs 36 distinguished clubs by December 2023 so we can be in full power to reach Smedley. To reach this recognition we will need 49 distinguished clubs by June 2024.



8. The Club Officer training tool kit was presented.
9. Train all officers.
10. The Winners Academy will continue.
11. We will a series of educational online sessions around Toastmasters full experience. It will be called The Main Thing.
12. The **DEC** is the team of Program Quality Ambassadors.

Club Growth Director Report - (slides 102 - 121)

1. To be Smedley Distinguished we need a 8% net membership growth, a 5% net club growth and 55% of club base distinguished.
2. **CGD** show us all the work that is behind these numbers and that is not seen.
3. We need to grow and have more clubs, more members, more leaders, more areas and divisions
4. We have 13 leads, 8 prospectives and 89 existing clubs and 4 are about to die.
5. The Club Building Initiative Curriculum was presented.
6. Assign a Club Coach - find a club coach ASAP if your clubs need improvement (TBI = To Be Improved).
7. The deadlines for **AD's** Club Visits and subsequent submission of reports were presented.
8. The deadlines for renewals were presented.
9. **CGD** presented the existing and the new awards.

Marketing and Public Relations Plan - (slides 122 - 131)

1. Our goal is enhancing communication.
2. **PRM** explained what we need to communicate better inside and outside the District.
3. The different communication platforms were presented.
4. Other useful tools were also presented.
5. Besides the District Motto the PR has a motto for itself: Your Voice, Your Story, Our Inspiration.
6. Embrace your voice and share it.
7. Together we can make a difference!

Alignment Plan - (slides 132 - 144)

1. District 107 is a big puzzle.
2. We need to fit the pieces of the puzzle, so we can have healthy clubs, areas and divisions.
3. It's a team work.
4. Information about areas and divisions creation, composition, etc, will be shared.
5. Having the best puzzle will empower our voices..

IT Manager Plan - (slides 145 - 155)

1. The importance of technology.
2. **ITM** will help us to work with the existing technology.
3. Tools for engagement.
4. AI and Machine Learning.
5. Increasing Performance.
6. Introduction to linktree.



7. Technology is your friend!

Q&A -

1. Is every information available to everyone? Not all, but the Trio will try to make it available to everyone as soon as it is possible.

I. District Budget 2023-2024 (slides 158 - 170)

Finance Manager (hereinafter, “**FM**”), **highlighted** that the budget had an increase of 27,19%. 25% of our budget comes from membership payments The budget for 2023-2024 was presented and explained. This is our proposal and we can make changes here at the DECM. The final will be submitted for approval at the DCM on 23 September and then to Toastmasters International (hereinafter, “**TMI**”) .

Q&A/District Budget Approval

Motion to approve the budget (slides 171)

DD highlights that the P on the agenda stands for a preliminary decision. The DD moves to approve the budget as presented. It was seconded by the parliamentarian.

It was then open for discussion:

1. **Area Director A4** asked if they could buy from Muscorado and was informed that yes, they can because it is an official store, where you can buy cheaper and faster.
2. **Area Director F5** said that he is always frustrated with the budget and said he didn't have a question but only a remark. **DD** addressed this concerns remembering that we had an increase in the budget and that anyway, officers usually don't spend all the money.
3. **Area Director C4** asked where they could get money for buying items for members, like agendas, for example. **DD** said that it is from Marketing.
4. **Area Director F5** stated that in his opinion the budget should be made based on the amounts spent in previous years and that we should negotiate with TMI now that we had an increase in fees.
5. **IPDD** stated that this budget is aligned with was spent in previous years.
6. **ITM** pointed out that suggesting to **TMI** another kind of budget could be beneficial.
7. **Area Director A4** stressed that this a budget really had an increase in the values.
8. **DD asked** if someone opposed the preliminary presentation of the budget. **Area Director F5** presented an objection and the DEC had to vote using election runner. Everyone voted in favour and so the preliminary budget, as presented in the DECM, is pre-approved. Area Director F5 said he couldn't vote but wanted to say he was against and would like for it to be registered. The budget will be presented, once again, at the DCM on 23 September and will vote on it.

J. Division Director Success Plans (slides 173 - 215)

K. Current District Business (slide 216)

DD highlighted the importance of having a new country in our District, Tunis, and the President from Tunis Toastmaster Club was invited to speak at the DECM. The Tunis Toastmaster Club President told us the story of the club (the first and only club in Tunis) and that they are very happy to join District 107 and trying to spread through Tunis with our support.



She also invited all to visit their club online on the second and fourth Sunday of the month at 18.30 summer time and 16.30 winter time.

Madrid and Porto updates and call for 2024-2025 events – (slides 217 - 234)

Program Quality Director (hereinafter, “**PQD**”) took the floor and talked the incoming events and gave the floor to the chair of the Fall Summit so they could give us information about the event. Then, the **PQD** gave the floor to the chair of the Spring Conference to share information with us. Finally, **PQD** said that the Core Team is accepting proposals for 2024-2025 events.

Spring Contests - (slide 236 - 248)

PQD took the floor again and to talk about the Spring Contests. She stated that there were several motions to vote but we would do it by raising the hand. The **PQD** presented the rulebook and pointed out the only change from previous year: page 7, point number 6, candidates for district positions elected by the District Council for the term beginning the upcoming July can't compete.

1. **PQD** talked about the letter we have received from **TMI** regarding the contests. We have the option to have contests in person, online only or hybrid at Area, Division and District level. **PQD moved to conduct the Area, Division and District speech contests for the 2023-2024 Contest Season in hybrid format.** **Area Director C4** seconded it. **PQD** responded to one point of information:

a) It was asked to clarify why the motion was not for in person contests. **PQD** explained that some of the Divisions couldn't have in person contests and this is a decision for the all District and all competitions.

The **PQD** asked if there were no objections and there was none so the motions was approved.

2. **PQD** remembered that in the rulebook is stated that Districts may conduct up to three additional English speech contests each year. **PQD moved to conduct the English Evaluation Speech Contest at the Area, Division and District Level in the 2023-2024 Speech Contest Season.** **FM** seconded it. The **PQD** asked if there were no objections and there was none so the motions was approved.

3. **PQD** remembered then that the rulebook allow us to conduct up to four non-english speech contests each year. **PQD moved to conduct the French Speech Contest, the Portuguese Speech Contest and the Spanish Speech Contest in the 2023-2024 Speech Contest Season.** **IPDD** seconded it. **PQD** responded to one point of information:

a) **Area Director E2** asked if they could do any other language in the Division Level and **PQD** answered that they could.

b) **Area Director A4** when does the member need to say in which language he wants to participate. **PQD** answered that the rulebook has nothing on this matter so you can set the rule.

The **PQD** asked if there were no objections and there was none so the motions was approved.

4. **PQD** moved to confirm that the International Speech Contest will be the ONLY contest that requires having earned certificates of completion in Levels 1 and 2 of any Pathways path or having earned a Distinguished Toastmaster award as per page 6 of the 2023-2024 Speech



Contest Rulebook. All other speech contests are exempt of this requirement for the 2023-2024 Contest Season. **Area Director C3** seconded it. A DEC member asked for an:

a) **Area Director C4** proposed an amendment so that the rule applies to contestants and officers at the competition: **Area Director C4 moved an amendment to cut the words “as per page 6” from the main motion.** Division F Director seconded it.

PQD moved to confirm that the International Speech Contest will be the ONLY contest that requires having earned certificates of completion in Levels 1 and 2 of any Pathways path or having earned a Distinguished Toastmaster award as stated in 2023-2024 Speech Contest Rulebook. All other speech contests are exempt of this requirement for the 2023-2024 Contest Season. Area Director C4 seconded it.

The **PQD** asked if there were no objections and there was none so the motion was approved.

5. PQD moved that if an Area has 4 clubs or less, we allow 2 contestants from each Club to compete in the Area level, and the same rule applies from the Area to the Division Level. However, only one contestant will advance from Division to District level. **CGD** seconded it.

The **PQD** asked if there were no objections and there was none so the motion was approved.

DD remembered that all this information would be shared in the minutes.

L. District Leadership Committee (slides 250 - 255)

IPDD (DLC Chair) explained that the **DLC** is the committee that will choose the District Officers for the term 2024-2025. It was explained which are the appointed positions and which were the elected ones.

- Call for DLC - The deadline was on 12th September and the team was presented.
- DLC training – From 1st to the 30th November
- Call for nominations - November 30th
- Deadline for candidates to declare intent to run - December 31st
- Interviews start - January 15th to February 28th
- DLC submits report to DD by April 1st
- DD publishes nominations by April 15th
- Elections – May 18th

DD gave a warm thank you to everyone who attended and reminded everyone to attend the next DECM. And reminded everyone that we will present the strategic plan of the district - district success plan and the budget at the DCM next week on the 23rd of September.

The meeting was adjourned at 15:00, fortunately we had a break for lunch!