



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

Saturday, 21 September 2024

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

I. OPENING (meeting started at 09:00 / 10:00h)

A. Call to order / Welcome address

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

1. The **DD** welcomed the District 107 Team of Officers
2. The **DD** welcomed the District 107 Club Officers

B. District Mission (slides 3 - 7)

The Administration Manager (hereinafter, “**AM**”) remembered what the District Council is and 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 8 - 36)

Our **parliamentarian** gave an overview of how to conduct a successful meeting by briefly explaining 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. To help we have Robert’s Rules of Order.
2. The definition of a motion: **A motion** is a proposal made by a member.
3. The most important Motions are: Main Motion (I move to/That.....) & Amendments (I move that this motion be amended by.....)
4. Other kinds of Motions: Point of privilege (To complain about noise...), Point of Information (To request information), and Point of Order (To call attention to a breach of the rules during the meeting).
5. Handling of the Main Motion - I move to - I second – chair “**DD**” opens the floor for discussion - discuss - vote.
6. If amending - I move to amend - I second – chair “**DD**” opens for discussion - discuss - vote.
7. Address the chair “**DD**” - 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 chat box or say it out loud if in person.
9. For the debate, we need to make the motion clear.
 - Must relate to whether the proposal under consideration should be adopted.
 - Must indicate that a matter is pending.
 - Should not attack or question a member’s Motive.
 - Debates alternate between those in favor and those opposed.
10. 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.
11. Most of the motions are approved by a majority of votes. Only the votes in favor or against will count toward the vote.



12. Abstention by non-voters is not considered for decisions.
13. How are motions approved? The chair will ask if there is an objection to the motion.
14. If no one opposes - the motion is approved.
15. If someone opposes - voting must take place individually.

D. Certification of the quorum (slides 37 - 38)

The “AM” informed the quorum required for the DCM is 1/3 of the members. A quorum is the minimum number needed to conduct meetings and make important decisions. A quorum was reached.

E. Adoption of agenda (slide 39)

The “DD” presented the agenda that had been timely submitted to the DC members. There were no objections, and the agenda was approved.

F. Online DCM MoM approval (slide 40)

The “DD” presented the minutes of the previous DCM (hybrid) that had been sent to District Council team. The May 2024 DCM minutes were approved without objections.

G. District Success Plan (slides 41 -

140) DD Report - (slides 42 - 60)

1. Currently, we have 6 countries, 1 overseas territory, 7 Divisions, 23 Areas, 92 Clubs and 7 Languages.
2. We have 2250 Members.
3. The “DD” outlined the goals, strategy, and tactics to achieve them.
 - **Goals:** We want to be a **Smedley Distinguished District** again this year. We aim to be among the **Top 10** out of the 131 Districts worldwide.
 - **Strategy:** build new clubs, grow membership, and support all clubs while enjoying the process (Having FUN).
 - **Tactics:** What, Where, When, Who, Why and How.
4. Since it's 100th anniversary, our target is to reach **100 clubs** and **2500 members**.
5. The key action for growth is to establish more connections.
6. Regarding the Distinguished clubs, we aim to reach 51 Distinguished clubs.
7. “DD” urged officers to ask for help if needed.
8. “DD” concluded her presentation by stating the motto of this term: “Lead. Inspire. Transform”.

Program Quality Plan Report - (slides 61 - 81)

1. The **Program Quality Director** (hereinafter, “PQD”) began by asking what inspires us the most, and for him is the **Quality**.
 - Quality should be present in club sessions, training, communication & leadership.
2. To achieve Quality, we need to have both: Leadership and Management.
3. “PQD” informed us that quality can be measured by achieving Distinguished status for Clubs, Areas, Divisions, and the District.
4. “PQD” explained how we can reach quality by focusing on promoting the Moments of Truth, Speech Contests, webinars about Leadership and Winners Academy, and



- promoting DCP & Pathways, all with the support of Program Quality Ambassadors.
5. Continuity To ensure the quality in the District conferences with the help of the last Conference chair.
 6. Giving one last chance for the officers who missed the COT to join the District organized COT, this initiative will be held again in February.
 7. “PQD” invited officers who want to join the team.
 8. “PQD” reminded us that we need more than 51 Distinguished clubs if we want to achieve Smedley Distinguished status as a District.
 9. “PQD” stated if all club officers, or at least 4 club officers will attend the next TLI or COT, the District will offer club officers pins.

Club Growth Director Report - (slides 82 – 102)

1. The **Club Growth Director** (hereinafter, “CGD”) presented the CGD’s core team.
2. “CGD” explained the challenges that clubs face and how we can address them for improvement.
3. We should have timely insights about club sessions.
4. “CGD” invited Area Directors to do the club visits.
5. We need to put more effort into renewals.
6. “CGD” shared the Winners of the Sprinters Awards: PM Portugal Toastmasters, Asturias Toastmasters Club, and Viana Toastmasters.
7. “CGD” called for Club Coaches, Club Mentors, and Sponsors.
8. “CGD” shared the list of the twelve Prospective Clubs.
9. “CGD” stated that 16% of our clubs need Club Coaches.
10. Our goal is to have 100 clubs by June 30 and a net growth of plus 8 clubs.
11. “CGD” believes that we can achieve this goal with the support of the clubs, Area Directors, and Divisions Directors, and should not forget to promote DTM.

Marketing and Public Relations Report - (slides 103 - 118)

1. The **Public Relations Manager** (hereinafter, “PRM”) remembered the District motto: Inspire, Lead, Transform.
2. “PRM” presented how we should promote Toastmasters inside and outside the District.
3. “PRM” shared the PR Tools of the District.
4. The importance of spreading the word about Toastmasters and being Toastmasters ambassador inside and outside the club.
5. “PRM” introduced the new PR tools and projects.
6. “PRM” **presented the PR team.**
7. “PRM” invited more officers to join the team through a job application.

Finance Report (slides 119 - 137)

1. The **Financial Manager** (hereinafter, “FM”) presented the District Budget amount which is 47 116,48 Euro.
2. “FM” showed us the categories where we should spend money and how we should spend it.
3. “FM” stated that we should max out Marketing, Travel, Speech Contests, and lodging.
4. We should also prioritize Education & Training, Club Growth & Recognition.
5. “FM” showed us the summary of the expenses and the allowances.
6. “FM” informed that if there are any unspent training travel or lodging funds, then the remaining amount will be redistributed amongst District Officers whose expenses exceeded their budget.



Q&A/ District Budget Approval - (slides 139- 140)

1. “DD” opened the floor for questions, but there were none.
2. “FM” moved to approve the budget as presented.
3. “PQD” seconded it.
4. “DD” asked if there were any objections. Since there were no objections, the “DD” stated that the District Budget was approved by unanimous consent.

E. Current District Business (slides 141 - 198)

District Leadership Committee Report - (slides 142 - 150)

5. “DD” represented the report on behalf of “IPDD” (**DLC Chair**).
6. “DD” shared the Elected and the Appointed positions for this term.
7. “DD” shared the DLC Timeline, and this year the “IPDD” will try to extend the deadline for candidates to submit their applications to January 31st.
8. Launch of Leadership Academy.
9. Call for a representative from each Division to join the DLC committee, the deadline is September 30.

Alignment & Logistics Manager Report - (slides 151 - 160)

1. The **Alignment & Logistic Manager** (hereinafter, “**DAM & LOG**”) provided more details about the structure of the District, Division & Areas.
2. For 2025- 2026, the District should have a maximum of 9 Divisions, each Division should have at least 4 Areas, and each Area should have at least 4 clubs.
3. Prospective clubs cannot be assigned until the club is active.
4. The Alignment Chair with the Division Directors will work on the alignment proposal which will be presented at the DCM in MAY to review, discuss, and approve.
5. “**DAM & LOG**” will continually check the status of the clubs in the District and look for opportunities to improve with the support of the core team and the Division Directors.

IT Manager Report - (slides 161 - 165)

1. The **IT Manager** presented the different IT tools available.
2. **IT Manager** offered help for those who want to use the District ZOOM Account or facing any challenges in organizing hybrid or online meetings.

Fall Summit & Spring Conference - (slides 166 - 187)

1. “PQD” shared the places and the dates where the Fall Summit and Spring Conference will be held.
2. Fall Summit in (Setubal, Portugal), Spring Conference in (Rabat, Morocco).
3. “PQD” encouraged members to attend, as it’s a great opportunity to connect, learn, and create lasting memories.
4. “PQD” invited officers to take the challenge and send their proposals to organize the



Fall Summit 2025 or Spring Conference 2026.

Spring Contests 2025 - (slides 188 - 198)

1. **“PQD”** Presented the Speech Contest rules for all Toastmasters Speech Contests.
2. **“PQD”** introduced the various Speech Contests that the District will hold this year.
3. **“PQD”** shared the eligibility criteria for participating in the contest and explained how many contestants will advance at each club, Area, and Division.
4. **“PQD”** invited officers to reach out to him or the Parliamentarian if they needed any help with the contest.

F. New Business (slides 199 -210), presented by DD & PQD

1. **“DD”** Shared the challenge of the **Plus** One Pledge (To bring at least one guest to a club meeting by the end of December).
2. **“DD”** encouraged officers to take pictures celebrating the 100th anniversary and share them on social media accounts.
3. **“PQD”** reminded us about the launch of the Learning Management System (LMS) in October 2025 and encouraged members to save all content as PDFs since Base Camp will be temporarily closed.
4. The District will organize a webinar about these changes.

G. Other Business and Adjournment (slides 211 -214)

1. **“DD”** Shared important dates to remember.
2. **“DD”** asked if there were any other businesses that we should discuss or questions.
 - A. **Question:** The VPE of the Bissau Club asked for more information about the LMS and the closure of Base Camp. She inquired whether the District and all clubs should download the projects collectively or if they should be done individually.
 - B. **Answer:** The **“PQD”** replied that each member should preferably download their projects on Pathways individually.
1. The **“DD”** closed the meeting by stating the motto of the District “Lead. Inspire. Transform” and thanked everyone who attended the meeting.

