



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

Saturday, 3 February 2024

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

I. OPENING (meeting started at 09:05 / 10:05h)

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 32 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 - 168)

District Leadership Committee Report - (slides 38 - 43)

1. **Immediate Past District Director** (hereinafter, "**IPDD**") informed about the district roles for next term 2024-2025. Appointed positions: Finance Manager, Administration Manager and Area Directors. Elected positions: District Director, Program Quality Director, Club Growth Director, Public Relations Manager and Division Directors.
2. **IPDD** informed about the DLC Timeline.
3. **IPDD** informed who was part of the DLC Team.
4. **IPDD** also informed some numbers as of Jan 30

District Success Plan Status Report - (slides 44 - 79)

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 80 - 103)

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 23 distinguished clubs, 15 almost distinguished 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 The Club Officer training tool kit.
8. The Winners Academy will continue.



9. The series of educational online sessions around Toastmasters full experience, called The Main Thing will start in March 2024.

Club Growth Director Report - (slides 104 - 123)

1. **CGD** informed us about three new clubs: two in A2 and one in E2.
2. We have 20 leads, 8 prospectives and 83 existing clubs.
3. We have 4 dead clubs and 5 zombie clubs.
4. **CGD** presented the results of the AD's club visits.
5. **CGD** presented the new Club Coachs.
6. **CGD** presented the Smedley Fund.
7. **CGD** presented the Webinar "How to Pitch Toastmasters to Companies"
8. **CGD** presented the the existing and the new awards
9. The deadlines for renewals were presented.
10. **CGD** presented the existing and the new awards.
11. **CGD** presented the Online Corporate Summit: February 20

Marketing and Public Relations Plan - (slides 124 - 133)

1. **PRM** remembered about the program Share Your Journey!
2. **PRM** asked for more videos about the District Officers Roles.
3. **PRM** remembered the celebration of the 100 years of Toastmasters.
4. **PRM** Informed about the new steps for the Marketing and PR Plan.

Finance Report - (slides 133 - 146)

1. **FM** informed about the execution rate.
2. **FM** informed about the money still available.

IT Manager Plan - (slides 147 - 166)

1. **ITM** talked about the new LMS and the new Basecamp User experience.

H. Division Director Success Plans (slides 169 - 234)

I. Current District Business

Alignment / Point of Situation - (slides 236 - 247)

1. District 107 is a big puzzle.
2. Timeline was explained.
3. The new alignment proposal will be presented at the DCM in May.

Spring District Conference - (slide 248 - 256)

The Conference Chair presented all the information about the event.



2024/2025 – District Events - (slide 257 - 259)

PQD set the date for receiving proposals: 15 April.

New Business and Other Business - (slide 260 - 261)

DD presented the Audit Committee.

DD gave a warm thank you to everyone who attended

The meeting was adjourned at 11:45, 12:45.