



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

**Saturday, 18 November 2023**

**(Online) - 9:30 Portugal / 10:30 Morocco & Spain**

### **I. OPENING (meet and greet at 9:30/10:00, the meeting started at 09:40 / 10:40)**

#### **A. Call to order / Welcome address**

**District Director, Vera Cunha**, (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

#### **B. District mission (slides 3 - 14)**

**The Administration Manager, Sílvia Vilas**, (hereinafter, “AM”) asked again for the help of everyone to answer emails and send what is asked by the Core Team remembering that if the material doesn’t get to the Core Team on time it may be a problem if we face any late issue. 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 15 - 33)**

Our **Parliamentarian, Ana Santos Carvalho**, 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. We must have rules so that meetings go smoothly and to help us we have Robert’s Rules of Order.
2. A motion is a formal way a member can ask the assembly to take any action or recommendation.
3. Handling of the Main Motion - I move to - I second - chair opens the floor for discussion - discuss - vote.
4. If you want to second - write “second ” in the chat box or you say it out loud if in person.
5. If you want to speak during the debate, raise your hand, lower your hand when given the floor - mute at the end.
6. Most of the motions are approved by a majority of votes. Only the votes in favor or against will count toward the vote.
7. How are motions approved? The chair will ask if there is an objection to the motion.
8. If no one opposes - the motion is approved.
9. If someone opposes - voting must take place individually in person by raising hands or with an online system.
10. If amending - I move to amend - I second - chair opens for discussion - discuss - vote.
11. Address the chair - raise your hand - lower your hand after being given the floor - mute at the end.



#### **D. Certification of the quorum (slide 34)**

The **AM** informed the quorum required for the DECM is the majority of the members. A quorum is the minimum number needed to conduct meetings and make important decisions. We are 38 members at the **DEC** so we need more than 19 members for quorum. We had 26 registrations so a quorum was reached.

#### **E. Adoption of agenda (slides 36 - 37)**

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 (slides 38 - 39)**

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

#### **G. District Success Plan (slides 40 - 143)**

##### **DD Report - (slides 41 - 72)**

1. **DD** inspired us to be more creative.
2. **DD** emphasized the need for growth and that we had already 44% of the membership needed for our goal.
3. **DD** reiterated that we are a team and that together we will become Smedley Distinguished.

##### **Program Quality Plan Report - (slides 73 - 92)**

1. The **Program Quality Director, Claudia Villareal**, (hereinafter, "**PQD**") emphasized that the Quality needs all of us and starts with all of us.
2. Pathways is moving to the new Learning Management System! Take action ASAP and no later than December 15!
3. It was emphasized the importance of getting to know the Distinguished Club Program.
4. DCP goals (education - membership - training - administration).
5. The District needs 36 distinguished clubs by December 2023 so we can be in full power to reach Smedley. A table with information about the status of each club to achieve the common goal was presented.
6. The Club Officer training tool kit was presented.
7. Train all officers.
8. The Winners Academy will continue.
9. We will have a series of educational online sessions around Toastmasters full experience. It will be called The Main Thing.
10. The **DEC** is the team of Program Quality Ambassadors.

##### **Club Growth Director Report - (slides 93 - 103)**

1. We have 20 leads, 7 prospectives, 79 existing clubs, 4 dead clubs, and 8 zombie clubs (clubs that we don't really know their status).



2. **Club Growth Director, Norberto Amaral**, (hereinafter “**CGD**”) presented the status of the Area Directors Club’s Visits. We need 75% and 45% has already been reached.
3. **CGD** also emphasized the importance of the reports being properly filled so that they can really be helpful.
4. **CGD** presented the status for the club's coaches.
5. **CGD** presented the awards already given.
6. **CGD** presented new awards for a membership campaign.

### **Marketing and Public Relations Plan - (slides 104 - 116)**

1. Our goal is empowering voices.
2. **Public Relations Manager, Hanane Bourehiyi**, (hereinafter “**PRM**”) presented all our communication platforms already in motion and how they are working also focusing on the challenges faced.
3. **PRM** presented the new steps in the Marketing and PR Plan: mini-videos and podcasts.
4. **PRM** thanked everyone for their full cooperation on the things that are already being done.
5. **PRM** also asked to spread the word about the Spring Conference.

### **Alignment Plan - (slides 117 - 127)**

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 and discussed with every club so we can create a better puzzle.
5. Having the best puzzle will empower our voices.

### **Finance Report - (slides 128 - 141)**

1. **Finance Manager, Gustavo Amaro**, (hereinafter “**FM**”) presented the budget reality in which most of the money hasn’t been spent yet.
2. **FM** presented the money already spent.
3. **FM** reminded where all officers can spend their money
4. **FM** reminds us that all expenses from 2023 must be reported by the 15th of December.

**IT Manager Plan** - Couldn’t join so there was no presentation.

### **Q&A**

**Division D Director, Izidro Sousa**, asked what the 44% of membership meant and the **DD** explained that is the percentage reached for the membership goal. **Division D Director** also asked if there was any place where officers could place information about leads and **CGD** asked for them to be sent to him directly.



**Area F2 Director, Rafael Torres**, asked if he should talk with the clubs about the change in pathways. **Area F2 Director** also asked **FM** how he should present his expenses report and **FM** explained it should be on Concur and that he would send the link for the video explanation.

**Area C4 Director, Mafalda Guimarães**, asked if regarding the money for ADs, **FM** could explain which expenses are available and spent and **FM** explained the chart again.

**Division B Director, Janine de la Fuente**, asked if they could use last year's competition presentation and **PQD** said she would share the most recent one.

#### **H. Division Director Success Plans (slides 144 - 175)**

#### **I. Current District Business (slide 176)**

#### **District Leadership Committee (slides 177 - 180)**

**Immediate Past District Director, Pablo Garcia**, (hereinafter "IPDD") (**DLC Chair**) explained which are the appointed positions and which were the elected ones. IPDD showed the actual timeline for the DLC. IPDD also informed that the nominations had already begun at the Fall Summit.

- 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

**IPDD reinforced the importance of applying for leadership and doing it on time!**

#### **Madrid outcomes – (slides 181 - 188)**

**PQD** made a presentation where she explained how the event went and thanked everyone who helped in the organization and during the day of the event. She presented numbers, achievements, struggles, and some highlights of the event.

#### **Spring Conference 2024 - (slides 189 - 193)**

**PQD** talked about the Spring Conference in 2024. She asked to save the date and inform all club members, informed about the pre-registration, the timeline, and the team. She invited the Chair to say some words and some surprises were promised.

#### **Call for Proposals 2024/2025 District Events - (slide 194 - 195)**

**PQD** informed that the proposals could be sent until the 15th of December and she informed she would share a checklist of what is expected from a proposal.

#### **J. Other Business - (slide 197)**

**DD** highlighted the importance of the membership campaign.

**DD** informed that the trio is working on a strategy to work with the corporate clubs.

**DD** highlighted the entrance of José Linhares as the new Area E3 Director.



## **K. Adjournment**

**DD** gave a warm thank you to everyone who attended and reminded everyone to attend the next **DECM** that will take place in Rabat on the 3rd and 4th of February.

DD reminded us that we are not alone in the fantastic work that this team is doing!!

The meeting was adjourned at 11:45/12:45!