

District Executive Committee Meeting

Cascais, February 5, 2022 (Hybrid)

WELCOME

District Director

What is the purpose of a DEC Meeting?

Why should I attend?



Can "Wanna be" District Officers join a DEC Meeting?

What is the slogan of Toastmasters International?

Who is responsible for succession planning?



District Mission

Administration Manager

We build new clubs and support all clubs in achieving excellence.



Robert's Rules of Order Parliamentary Procedures

Parliamentarian









Voting: How motions are approved?

Voting system:

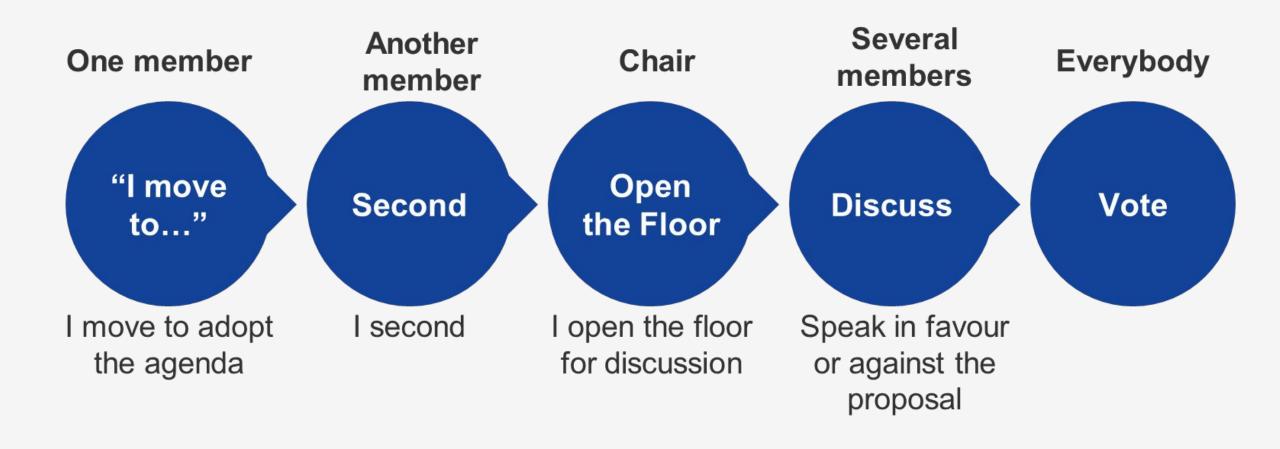
Chair will ask if there is any objection to the motion.

No one opposes — motion is approved

Someone opposes — need to vote individually

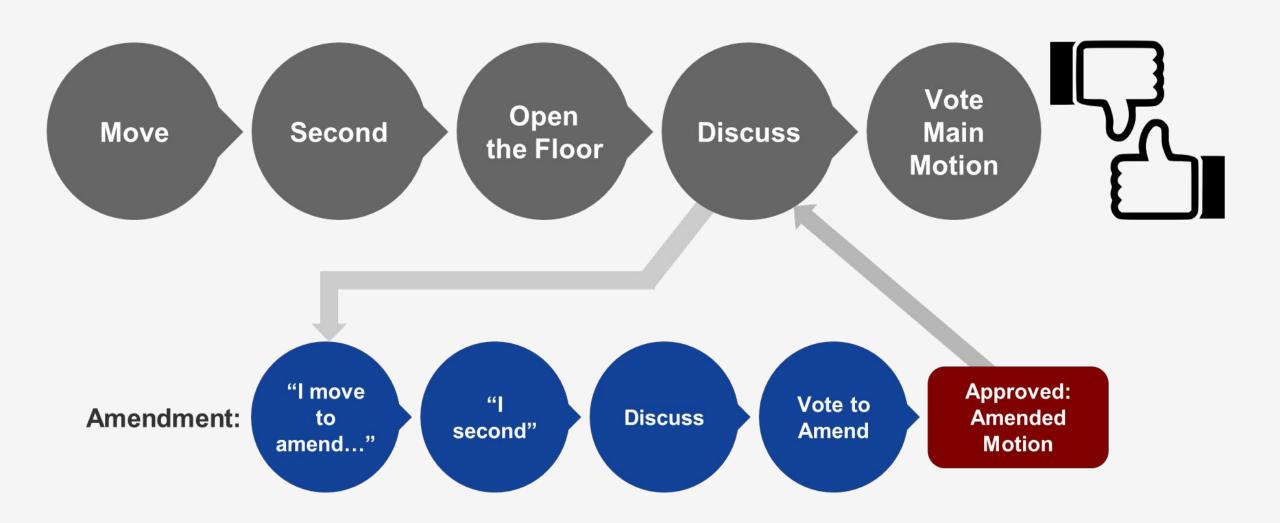


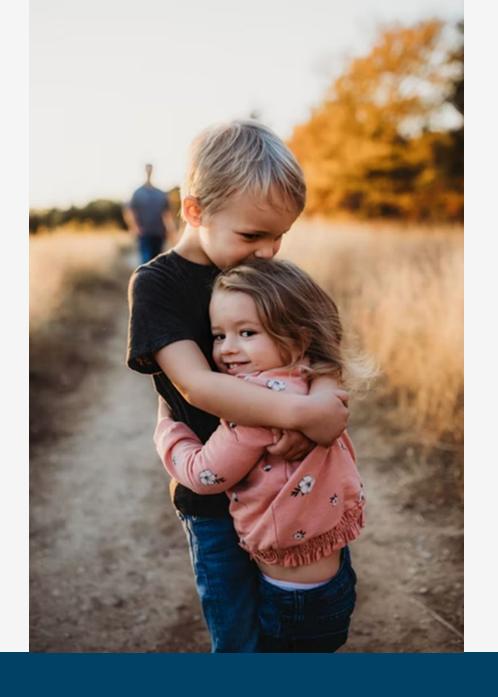
Handling of a Main Motion





Amend: Change a Main Motion under discussion







Certification of Quorum

Administration Manager



Adoption of Agenda

District Director

Online DECM MoM approval

District Director



District Executive Committee Meeting

District Success Plan Status Report

District Vision and Goals

District Director



New Club



Changes in the District Officer Team

- Area B4
- Division Director F
- Area F3

Surprises are coming....



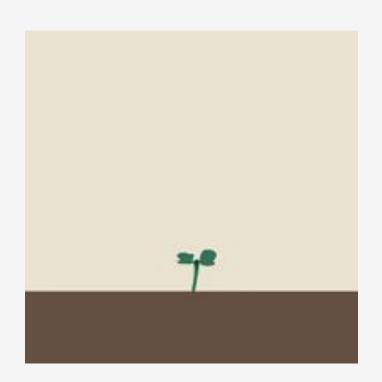
What is our main....



BE SMEDLEY DISTINGUISHED



GROWTH AND SUPPORT



GROWTH

CLUBS



23 new clubs (one per area)

GROWTH

MEMBERSHIP

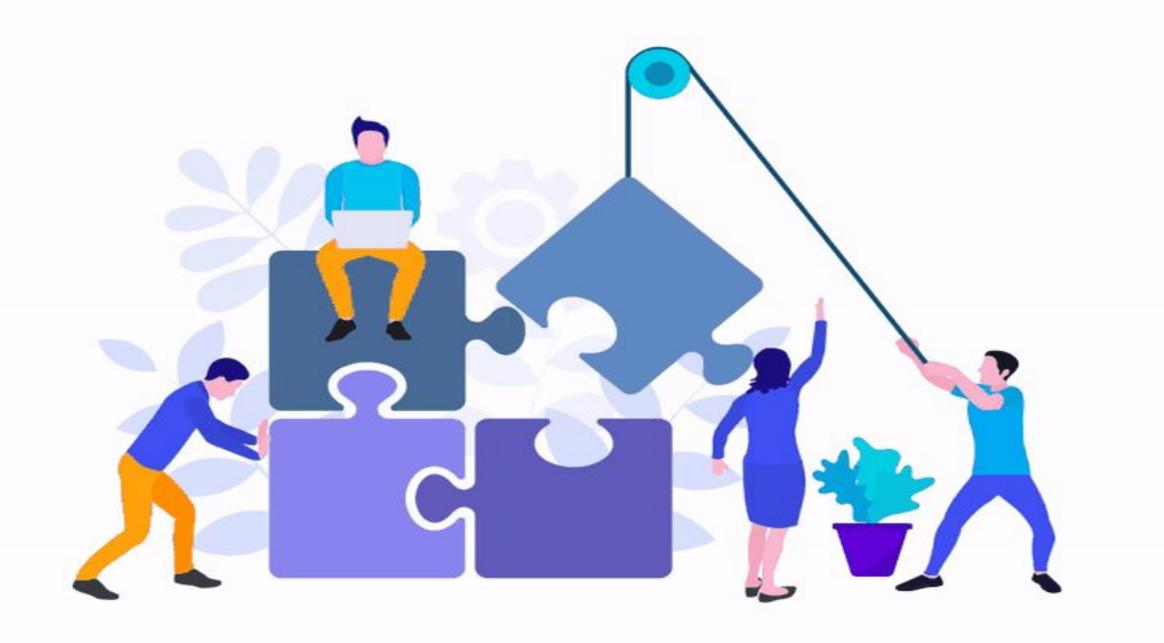


+10% Membership Base (BASE - 3286/ NOW - 1469)

SUPPORT



47 DISTINGUISHED CLUBS





DISTRICT 107 SPRING CONFERENCE

PORTUGAL | SPAIN | MOROCCO

AVEIRO

14 a 15 MAY

SAVE THE DATE

Program Quality Plan

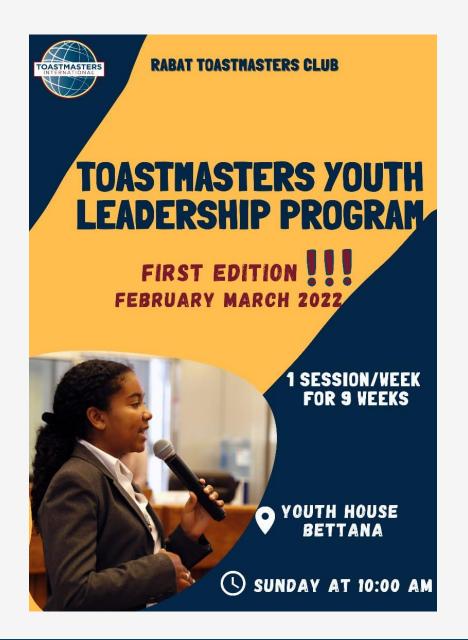
Program Quality Director

WHY?





WHY?

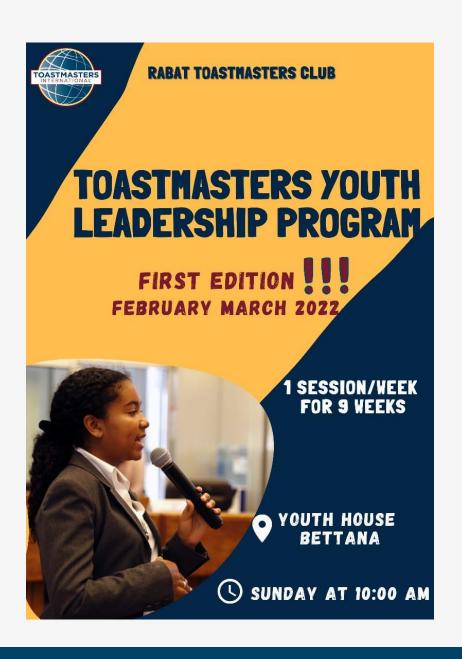






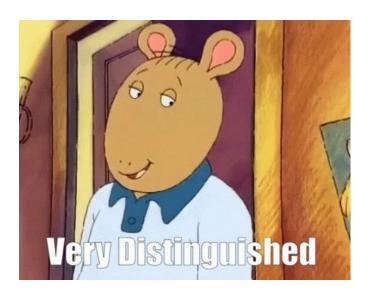
WHY?





SUPPORT QUALITY GOAL

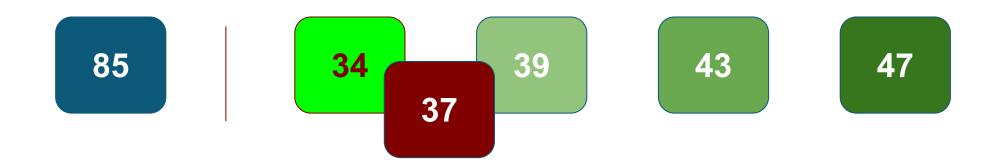
SMEDLEY QUALITY



47 DISTINGUISHED CLUBS

Division	Distinguished	4 DCP goals	Number of Areas
A	2	3	5
В	3	1	4
С	6	3	4
D	3	3	3
E	5	1	3
F	5	0	4
Total	24	11	

LAST TERM (dashboard)



THIS TERM (dashboard)



EVENTS!

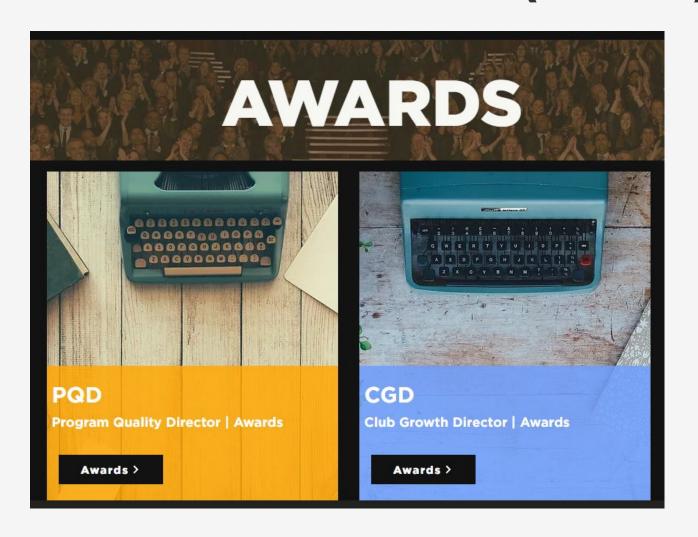






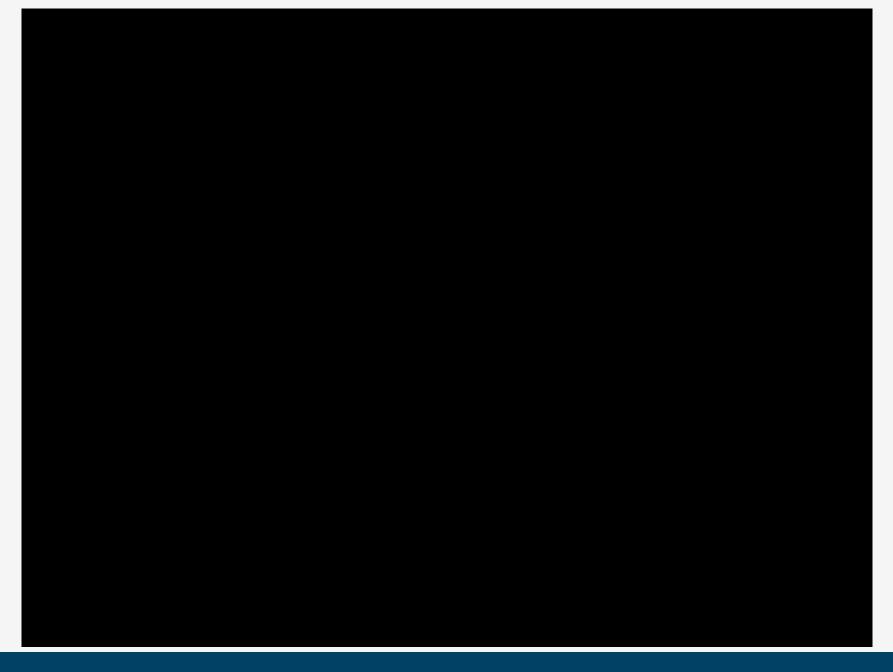


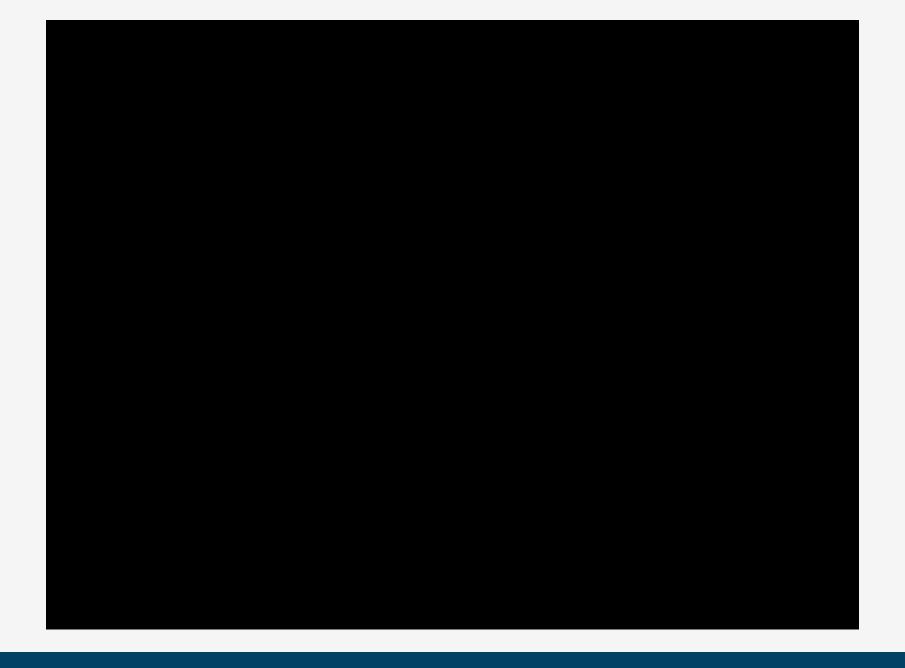
RECOGNITION (here)



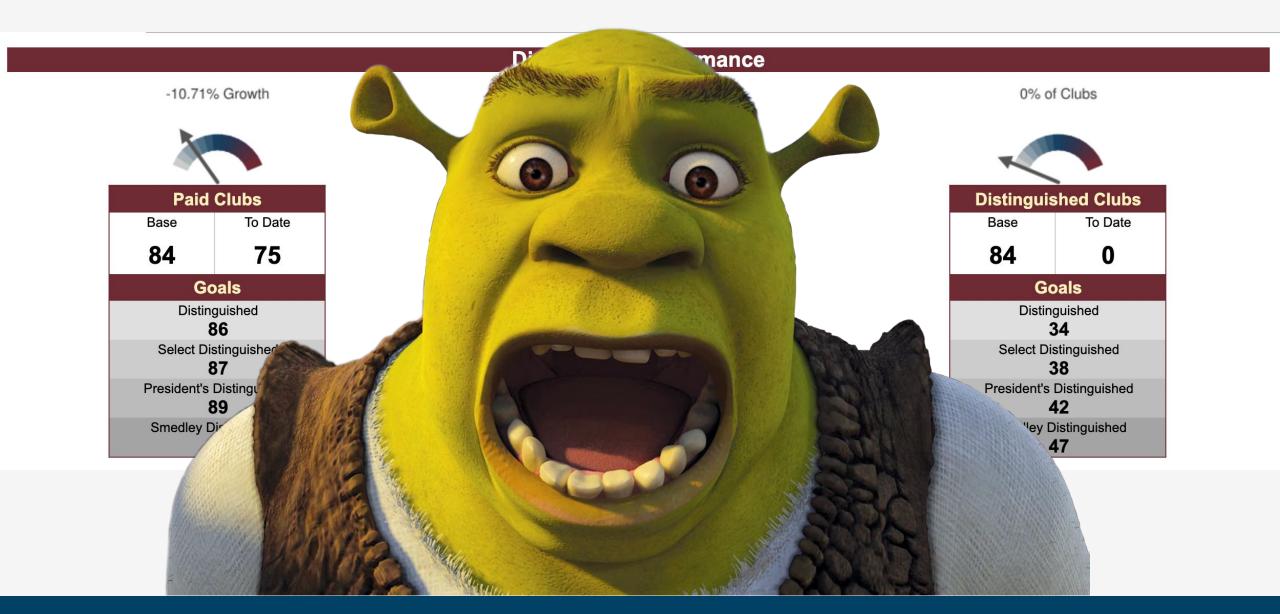
Club Growth Report

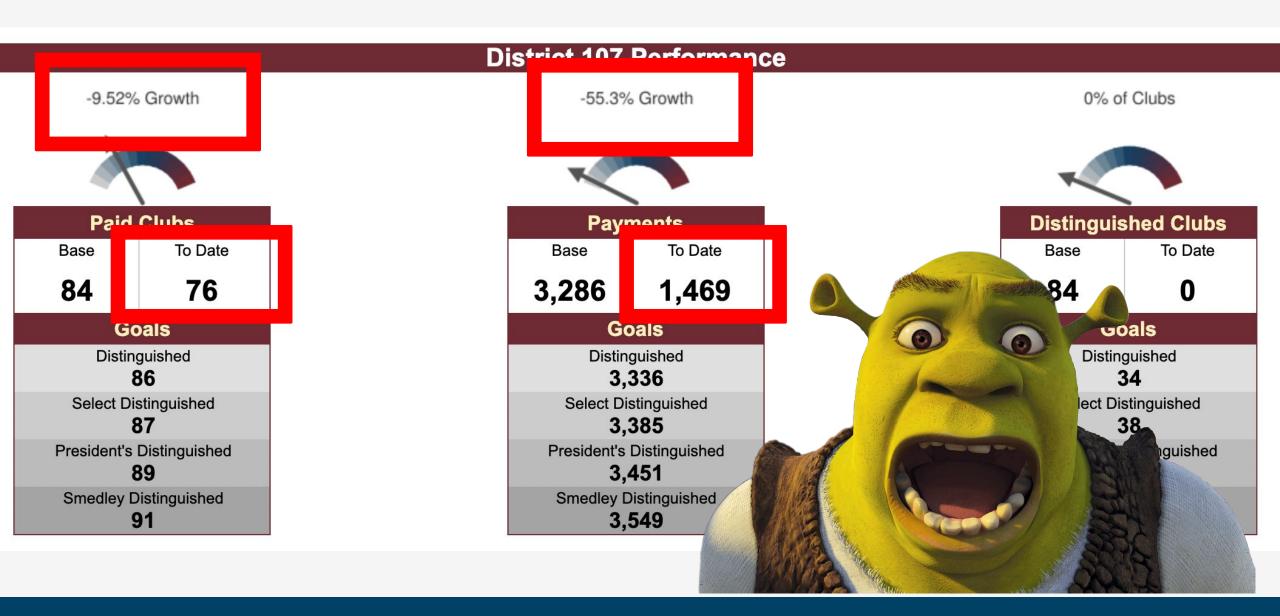
Club Growth Director





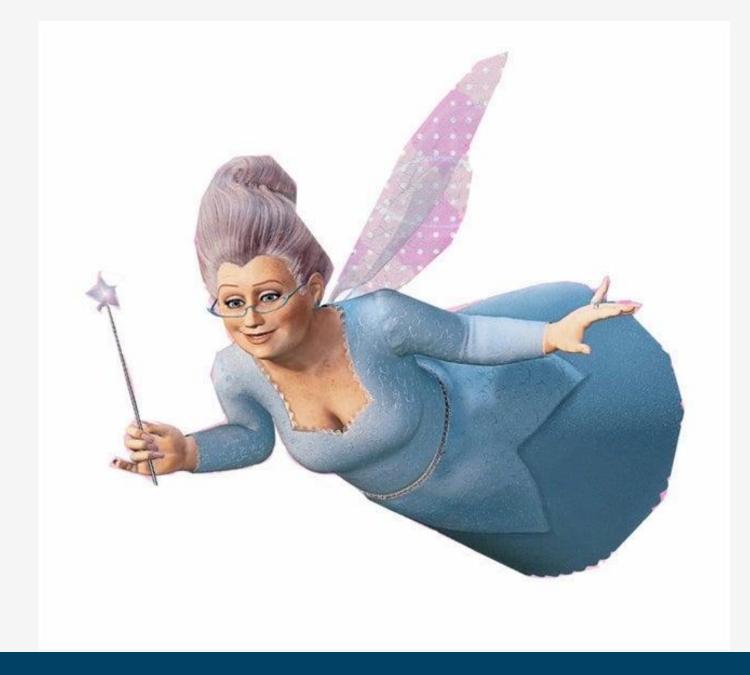
Are we there yet...



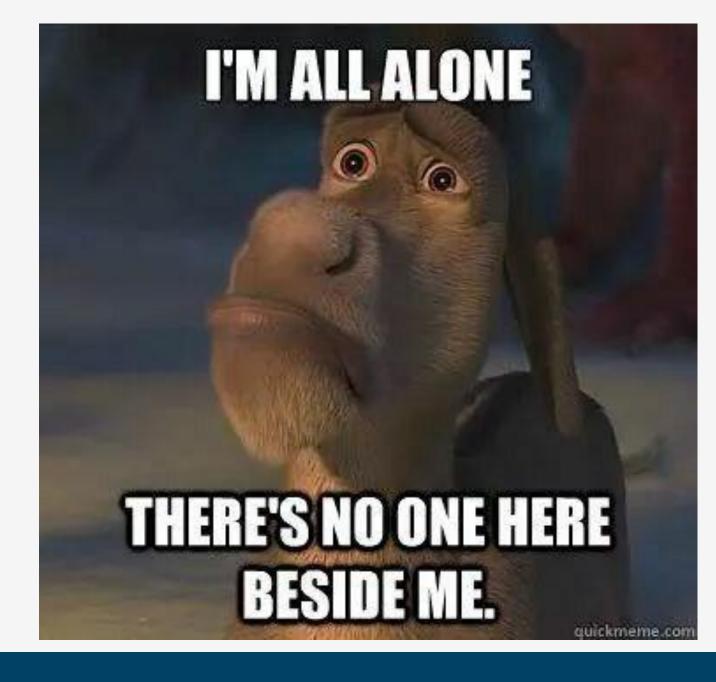




Let's create our own fairy tale!



Club Coaches





Roberto Freitas

Ricardo Santos

Emilia Fossatti

Debora Cerro

Vicente Rando

Maria Garcia

Club Coaches Budget: €25/ semester

WE NEED YOUR HELP TO FIND MORE CLUB COACHES...



RENEWALS





Renewals are now open

February 1, 2022

Dear Club Officer,

Membership dues payments for the next renewal period are now being accepted. If your club is striving for on-time credit in the <u>Distinguished Club Program</u>, please submit all payments on or before April 1. As an additional reminder, the minimum requirement for a club to remain in good standing is eight members—at least three of whom must be renewing members from the previous membership period. Easy and efficient payment processing options are as follows:



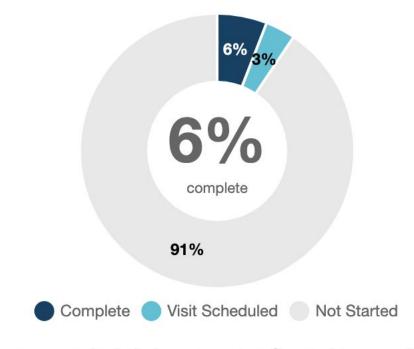
1990617	D	2	Verified complete - 02/02/2022	Vasco da Gama Toastmasters Club
2796330	Α	4	Verified complete - 02/01/2022	Vitoria-Gasteiz Toastmasters
965761	С	1	Verified complete - 02/02/2022	Oporto Toastmasters Club

Speedy Gonzalez Award 4 first clubs to submit renewals with 20 or more members 50 €

Club Visits Reports



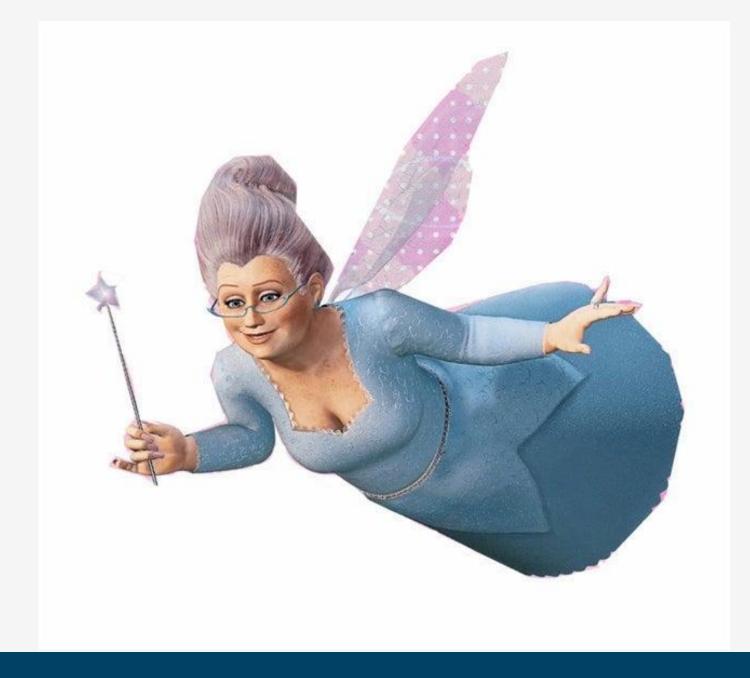
Current Round Summary



Suspended clubs are not reflected in graph

May 31: SUBMISSIONS FOR ROUND 2

WE ARE HIRING!



LEARNERS & CORPORATE SUMMITS CHAIRS



Learners

targeted events to improve awareness around Toastmasters 8 events during the year – 75€/each

1 already scheduled
PT
Chair
Ana Carvalho 13 abril – PhD Students and
Researchers

Corporate Summits

"open houses"(targeted events) focused on corporations
(3 events during the year, 1 per country – 100€

1 already scheduled 11 March PT Chair – Roberto Freitas



Can you help us find new ways to promote Toastmasters in our district?

Learners & Corporate Summits are only...online demo meetings!







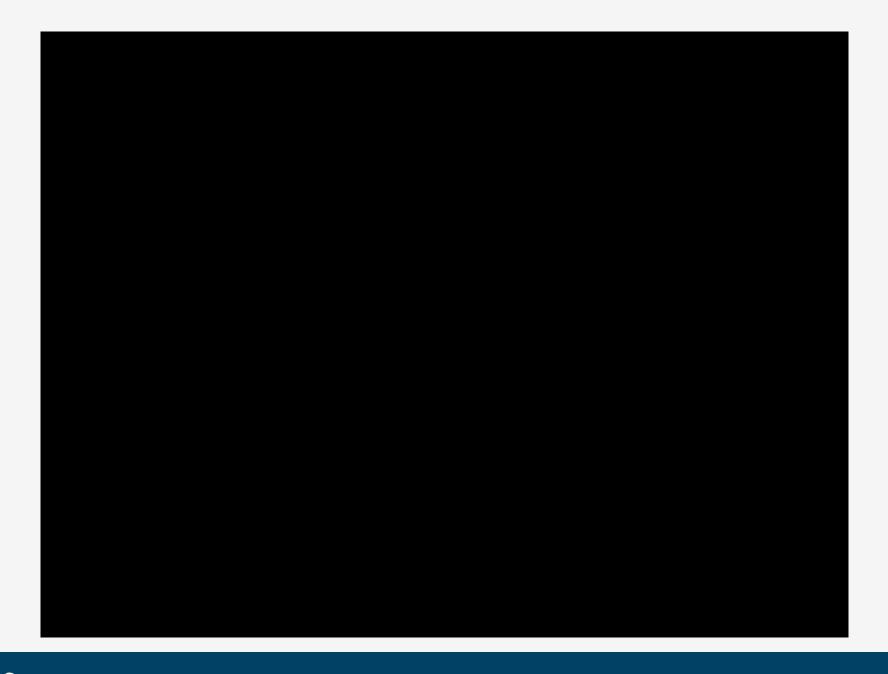
DO YOU WANT TO CHANGE THE WORLD?



ABOUT YOUTH LEADERSHIP PROGRAM

ONLINE SESSION
FEBRUARY | 13
19:30H ES/MO 18H30 PT





Marketing & Public Relations Plan

Public Relations Manager

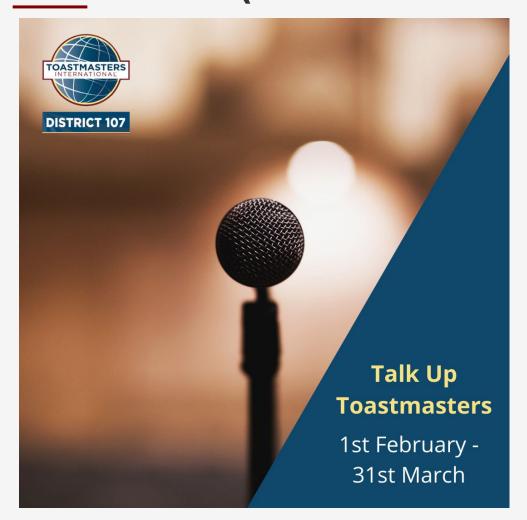














Toastmasters International - District 107

413 followers

3W - G

MSN features Toastmasters in their article Tips to enhance your personality at your workplace.

#toastmastersinternational #worktips #leadership #toastmasters ...see more



Toastmasters International

203.258 followers

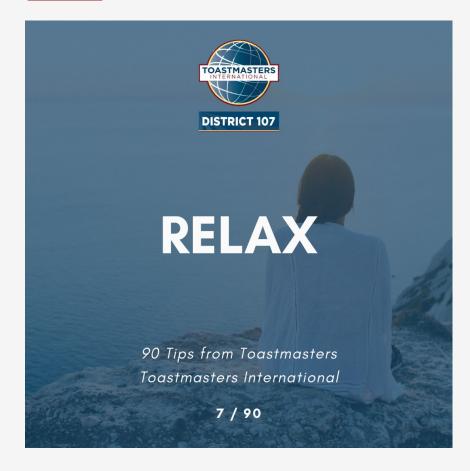
3w - 1

MSN features Toastmasters in their article Tips to enhance your personality at your workplace.

https://bit.ly/TI_MSN21

...see more





90 TIPS FROM TOASTMASTERS



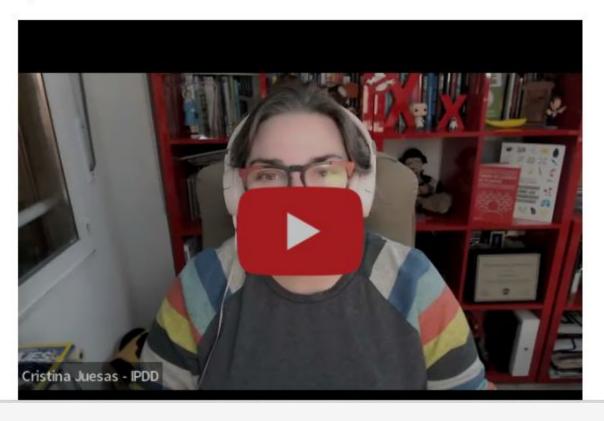
AREA DIRECTOR VISITS: TIPS & TRICKS





Speechcraft: Get to know a super tool for your club!

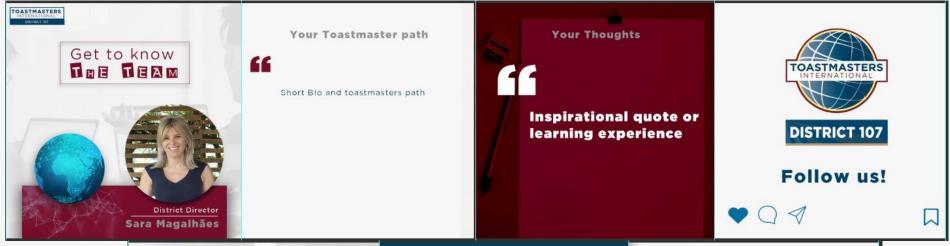
by Cristina Juesas



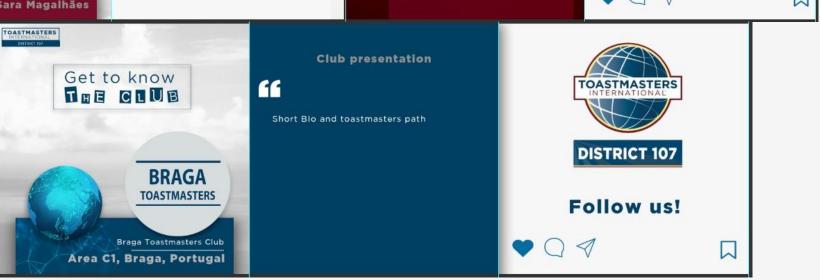
Upcoming

GET TO KNOW SERIES

DECM TEAM



CLUBS



Upcoming





Upcoming





BUT...





Audit Report

Autumn Lynn Casuto, Audit Committee Member



INTRODUCTION

Who - Raquel Garcia, Luis Marrana, Autumn Casuto

What - Were the expenses relevant, approved, and within budget?

When - First and second quarter of the Toastmaster year

Q1 July to September

Q2 October to December

Where - Concur, Profit & Loss Statements, Quarterly Reports

Why - Maintain non-profit status and ensure correct management of finances





First,

Ninjas reviewed Concur to confirm that each expense:

- 1. was **related** to Toastmasters
- 2. included the receipt
- 3. matched the requested amount
- 4. was approved by leadership

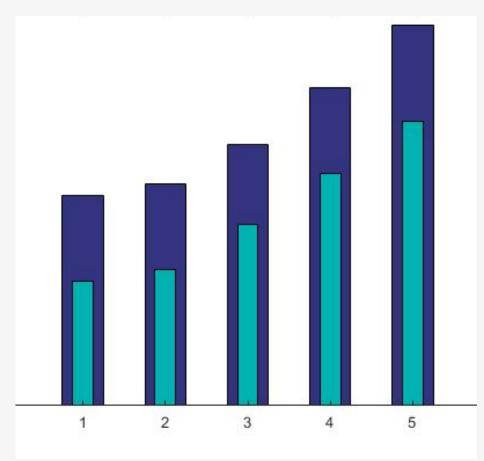




Second,

Ninjas confirmed that total expenses weren't over budget in any top-level categories.

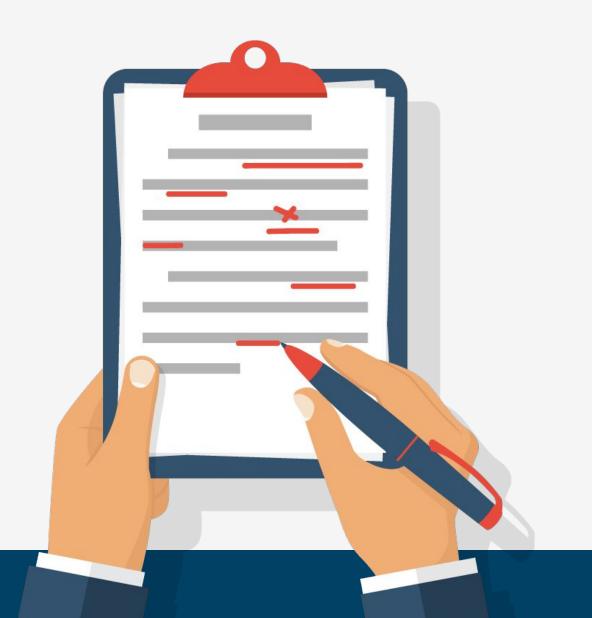
- Education & Training
- Marketing
- Travel
- ...





Third,

Ninjas checked that the quarterly report had the correct information submitted to World Headquarters.





Q1

Receipts were accurate.

Total expenses were within budget.

Quarterly Report had some minor discrepancies.

The corrections have been approved by all members of the Audit Committee Team and sent to Toastmaster International World Headquarters.

Section: Recognition

1. Before: "Amount in the P&L report": "€601.61". Now: "€455,23"

The explanation of the amount actually spent in Q1 is correct and therefore unchanged in this version. The difference is due to expenses that were

recategorized and this part of the narrative hadn't updated subsequently.

Section: Public Relations

2. First line was corrected. Before: "Total amount spent: €336.86. Amount in the P&L report: €336.86"; Now: "Total amount spent: 298.34. Amount in the P&L report: €295.22 (difference of €3.12 is due to "Gain/Loss Realized")" As in the previous example, the explanation of the amount actually spent in Q1 is correct and therefore unchanged in this version. The difference is due to an expense of €41,64 that was in this section but should be Recognition and was recategorized but this part of the narrative hadn't been updated subsequently.

Section: Travel

- 3. First line was corrected. Before: "We spent a total of €1425.34". Now: "We spent a total of €1424.34"
- "Just" a mistake of €1!
- 4. Second line was corrected. Before: "€531,67 for travel to strategic meeting". Now: "€542,08 for travel to strategic meeting."

Amount <u>increased</u> by €10,41 to take into account that this expense was made to travel to strategic meeting (in this line) and not DOT (next line).

5. Third line was corrected. Before: "€892,67 for travel to DOT.". Now: "€882.26 for travel to DOT"

Amount <u>decreased</u> by €10,41 to take into account that this expense was made to travel to strategic meeting (in the previous line) and not DOT.



Q2

Receipts were accurate.

Total expenses were within budget.

Quarterly Report needed to be updated.

The corrections are currently getting approved by the Audit Committee Team.

Why this is necessary: there were expenses carried out in November and December 2021 that were submitted in January. They will be considered in last year's expenses, and we will update the P&L report for Q2 and, finally, update the narratives.

New in Recognition:

--- IPDD bought certificate covers for District recognition: €49,38 (from TM online store)

New in Travel:

- --- Area Director of B1 visited Mallorca Toastmasters club, spending €22,76 in airfare
- --- Area Director of D2 spent €42,52 in car travel (mileage) to visit all the clubs in his area
- --- Area Director of F4 spent €7,83 in taxis to visit clubs in her area
- --- Area Director of F4 spent €18,02 in trains to visit clubs in her area
- --- IPDD spent €80 in air travel to go to DECm/DOT in Cascais in early February (Note 1: this last line isn't visible by default in the narratives: to see it you will have to "open" the cell's text)

(Note 2: This air travel expense by Cristina Juesas had been categorised as travel by taxi. TMI was sent a request to correct this by reassigning to airfare. If you look at line 170 on the P&L attached you will see it already as "7060-000000 - Transportation - Airfare Expense" so it's already fixed here. The narratives also mention air travel to reflect this correction.)

New in Lodging:

- --- Area Director of B1 visited Mallorca Toastmasters club, spending €72,55 in accommodation
- --- Area Director of F4 visited ALC EI Jadida club, spending €48,32 in accommodation



DISCUSSION

Ninjas confirmed that all expenses were **relevant**, **approved**, and **within budget**.

Discrepancies in the quarterly reports were due to minor adjustments.

The quarterly reports have been corrected. Q1 corrections have been submitted. Q2 corrections will be submitted before the deadline.

Message from the Ninjas:

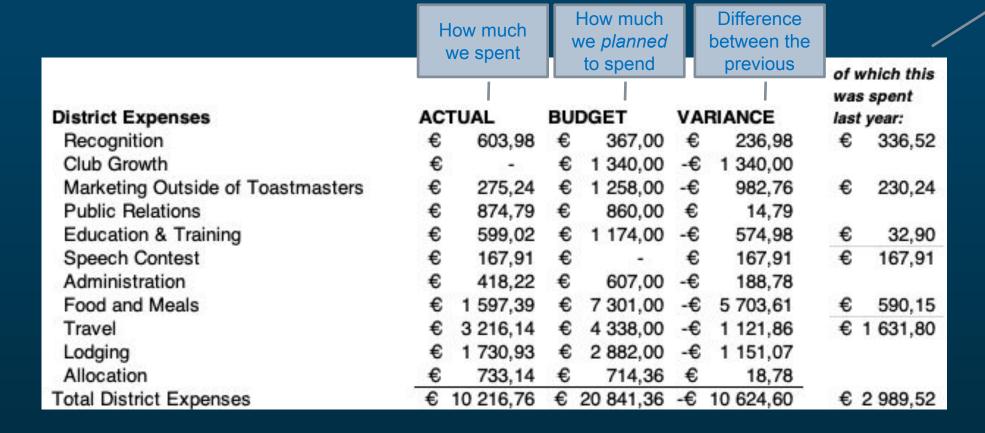
Your district finances have been safeguarded. Continue with your non-profit ways, and we will return at year's end.

Finance Report Profit and Loss December 2021

Norberto Amaral, District 107 Finance Manager



District 107 Profit and Loss Report



Part of the amount in 1st column was spent last year

This information is updated with all expenses as of 31 December



The rules are:

1. Spend the money on the right things

The rules are:

- 1. Spend the money on the right things
- 2. Spend *all* the money!

The facts are:

1. We are spending on the right things

The facts are:

- 1. We are spending on the right things
- 2. We are not spending all the money!

Drilling down: Area Directors

BUDGET FOR AREA DIRECTORS	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
COT Allowances (€75)	ADs	Education & Training	1.380,00 €	50,00€	1.330,00 €
Marketing Allowance Area Directors (€85)	ADs	Marketing Outside TM	1.309,85 €	45,00€	1.264,85 €
Club Visits (varies)	ADs	Travel	3.846,64 €	91,13€	3.755,51 €
Club Visits (adjustment)	ADs	Travel	-	42,91 €	-42,91 €
Lodging for Club Visits (pro-approved)	ADs	Lodging	692,55€	120,87 €	571,68 €
Travel to DOT (€80)	ADs	Travel	1.549,84 €	272,79€	1.277,05 €
Lodging for DOT (€80)	ADs	Lodging	1.540,00 €	165,03 €	1.374,97 €
Area Speech Contests (€25)	ADs	Speech Contest	575,00 €	-	575,00€



Drilling down: Division Directors

BUDGET FOR DIVISION DIRECTORS	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Marketing Allowance Division Dirs (€35)	DivDs	Marketing Outside TM	210,00€		210,00€
Travel to DOT (€80)	DivDs	Travel	377,42 €	97,19€	280,23€
Lodging for DOT (€80)	DivDs	Lodging	370,00€	96,80€	273,20 €
Division Speech Contests (€25)	DivDs	Speech Contest	150,00 €		150,00€



Drilling down: District Director

BUDGET FOR PQD	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Trophies TM, AD and DivD of the year	DD	Recognition	90,00€	0,00€	90,00€
Food at Strategic Meeting	DD+CGD	Food and Meals	248,96 €	248,96 €	0,00€



Drilling down: Program Quality Director

BUDGET FOR PQD	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
DOT room hire	PQD	Education & Training	1.016,12 €	741,12 €	275,00 €
DOT food and meals	PQD	Food and Meals	2.479,02€	1087,62 €	1.391,40 €
Rising Star Award	PQD	Recognition	1.000,00€	0,00€	1.000,00 €
Notebooks and pens for District Officers	PQD	Recognition	159,60 €	186,63 €	-27,03 €
"Home Club of" ribbons	PQD	Recognition	64,00 €	60,02€	3,98 €



Drilling down: Club Growth Director

BUDGET FOR CGD	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Corporate Summits	CGD	Marketing Outside TM	300,00€		300,00€
Speedy Gonzalez: money for marketing	CGD	Marketing Outside TM	100,00€		100,00€
Speedy Gonzalez: money for equipment	CGD	Club Growth	200,00€		200,00€
Club Banners	CGD	Club Growth	1.200,00€	100€	1.100,00 €
Facebook Ads	CGD	Club Growth	600,00€		600,00€
Club Coaches	CGD	Club Growth	840,00€		840,00€
Phoenix Award	CGD	Recognition	225,00 €		225,00 €
Knock-knock Awards (total)	CGD	Recognition	80,00€	17,46 €	62,54 €



Drilling down: Public Relations Manager

BUDGET FOR PRM	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Facebook Ads	PRM	Marketing Outside TM	840,00€		840,00 €
Meetup annual fee	PRM	Public Relations	125,00 €	62,10 €	62,90 €



Drilling down: IT Manager

BUDGET FOR IT MANAGER	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Easy Speak	IT	Public Relations	140,00€		140,00 €
Website	IT	Public Relations	136,00 €	136,70 €	-0,70 €
Zoom	IT	Public Relations	480,83 €	644,29 €	-163,46 €



Drilling down: Immediate Past District Director

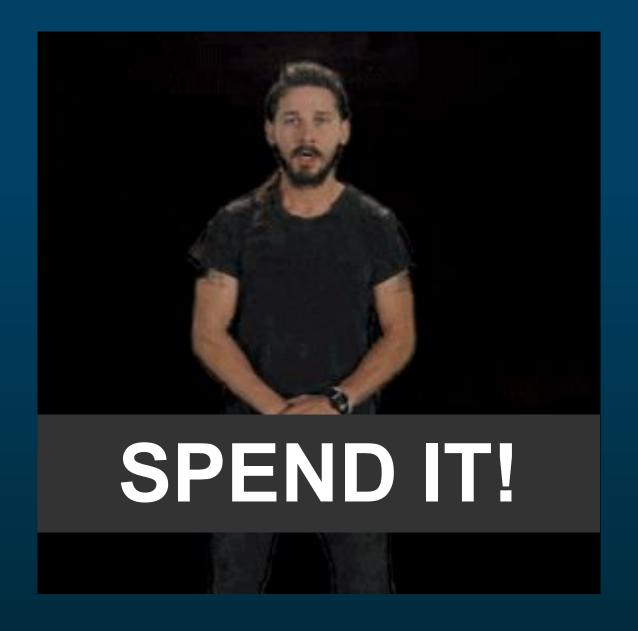
BUDGET FOR IT MANAGER	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Area & Division Distinguished Diplomas + Hall of Fame	IPDD	Recognition	58,50 €	49,38 €	9,12 €



Drilling down: Miscellaneous

BUDGET MISCELLANEOUS	WHO	CATEGORY OF EXPENSE	BUDGET	SPENT	AVAILABLE
Misc Marketing Outside TM	DD	Marketing Outside TM	75,00€		75,00 €
Misc Recognition	DD	Marketing Outside TM	213,40 €		213,40 €
Misc Public Relations	PRM	Public Relations	295,00 €	163,46 €	130,84 €
Food for Region Advisor	DD	Food and Meals	30,00€		30,00€
Badges & Pins	DD+AM	Admin	300,00€	287,27 €	12,73 €
Misc Admin	Admin	Admin	580,00€	32,35 €	547,65 €
Election Runner	AM		150,00 €	30,71 €	119,29 €
Kahoot	ΙΤ		65,00€	44,28 €	20,72 €







IT Plan

IT Manager

Easyspeak Moroccan Clubs Server Update



05894368 Rabat Toastmasters Club
06582709 Casablanca Toastmasters Club
07780195 Eloquent Leaders Toastmasters Club
07799544 ALC El Jadida Toastmasters
07961085 Marrakech Orators Toastmasters Club
Charter 12/27/21

www.tmdistrict107.org/hybrid-corner

Hybrid D107 Corner

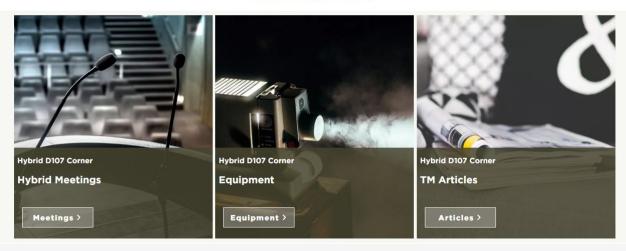
First we looked for a new way to do our online meetings and we achieved it with incredible results, we improved our adaptability and most of our clubs continued with their meetings.

Now, we live in a period of adaptation, where we gradually return to the physical stages, not forgetting the virtual ones, so this year we are embracing the challenge of hybrid meetings.

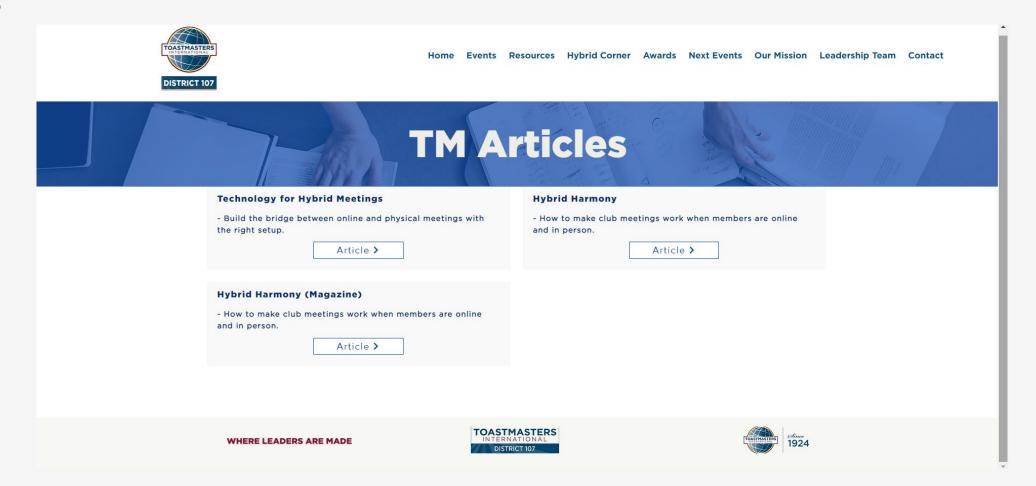
In this section of our website you will find reviews of material, tips, videos, Webinars and more of topics related to Hybrid Meetings.

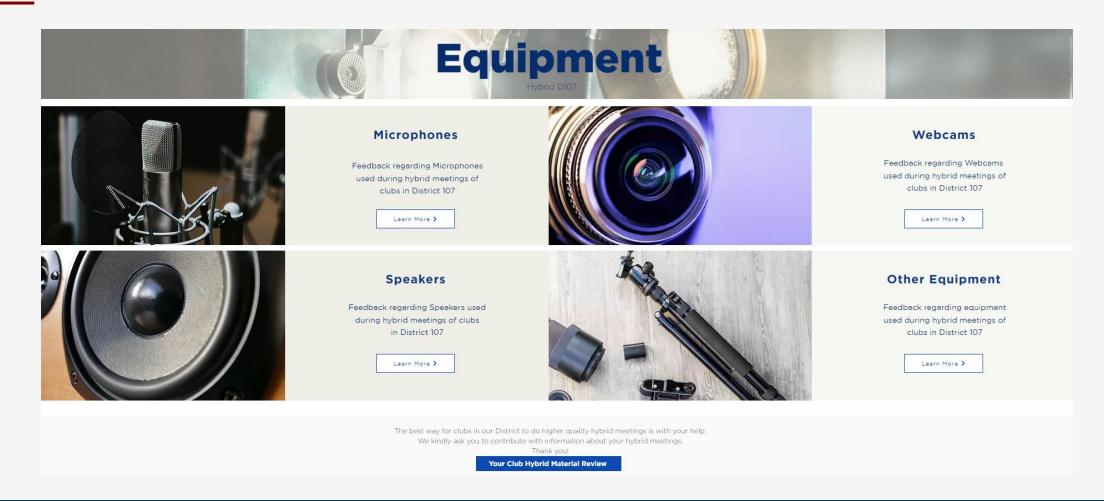
The best way for all clubs to be able to do quality hybrid meetings is to have an exchange and sharing of information between clubs in a simple and fast way, so we ask your contribution to build D107 Hybrid Corner.

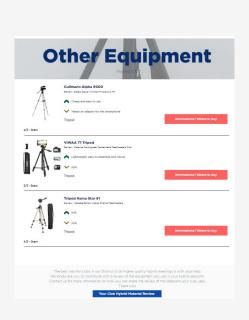
Contact us itm@district107.org

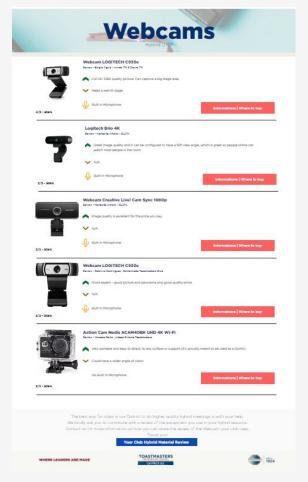


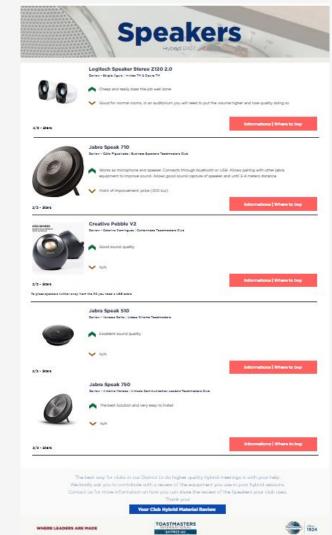


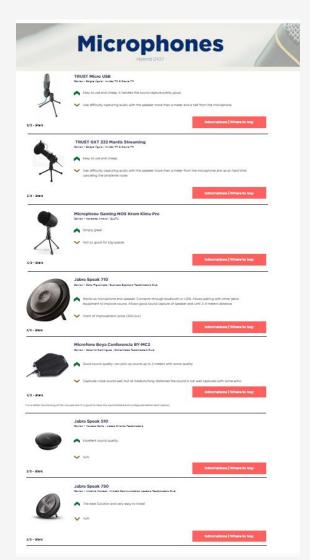












www.tmdistrict107.org/hybrid-corner

The best way for clubs in our District to do higher quality hybrid meetings is with your help. We kindly ask you to contribute with information about your hybrid meetings.

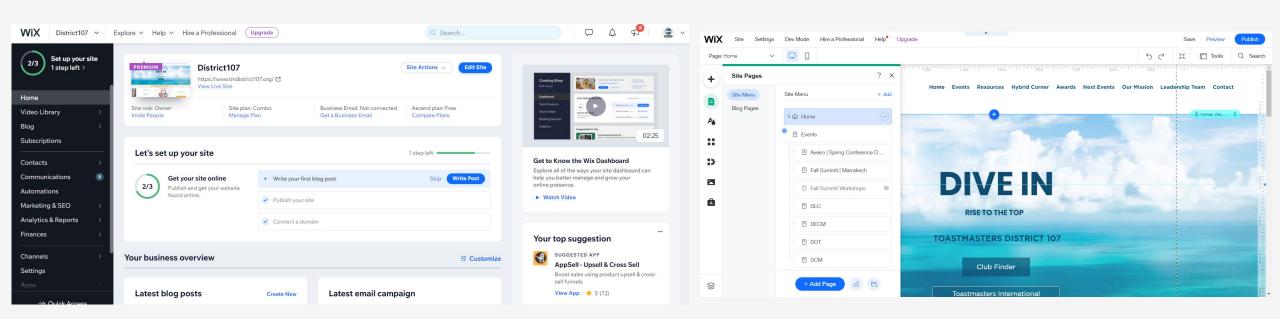
Thank you!

Your Club Hybrid Material Review



Video Tutorials - How to create a Website for your Club!

Using WIX - Free or Paid Website







Q&A

District Director



Division Success Reports

Division Directors

Division A Success Report

Director Division A



CLUB VISIT REPORTS

(ROUND ONE)





CANDIDATES

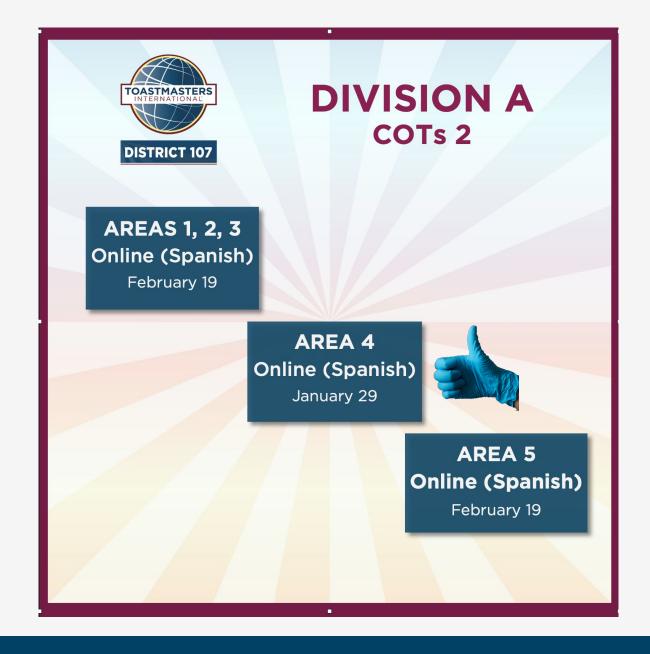


- → DLC member
- → Div Director
- → A1 Director
- → A2 Director
- → A3 Director
- → A4 Director
- → A5 Director

COTS CALENDAR

(ROUND TWO)





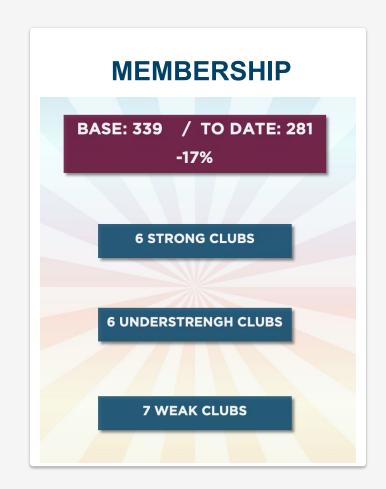
CONTEST CALENDAR





What about our Goals?







What about our Goals?







Actions

CLUB COACHES







María Pili Oscar Dolo Varima Gabriel

- TRAM

Division B Success Report

Director Division B





Felix Kerger Area B1 Director



Vicky Serra Area B2 Director



Raúl Ruiz Area B3 Director



Juan Carlos Durán Division B Director

Situation Analysis



CLUBS

15 (12) paid clubs

1 corporate club about to be suspended (Servizurich)

Prospect clubs: 0 (1)



MEMBERSHIP

Strong clubs: 7(6)

Understrength: 3(4)

Weak clubs: 4(3)

3 (2) clubs over 30

members



DCP GOALS

6 Distinguished clubs.(4 Clubs with 5 points)



Strategy

- Club Successful Plans & AD Club visits.
- Collaborative work with AD and their teams to support weak clubs
- > Being open to new ideas to help clubs engage with their members
- Organize whenever possible activities for Barcelona area clubs
- Organize activities to communicate TM brand and clubs (virtually and offline)
- Share resources to have successful hybrid meetings
- > Help find opportunities to match weak clubs and potential club coaches
- > Find and engage potential successors for leadership roles



Christnes Dinner Party







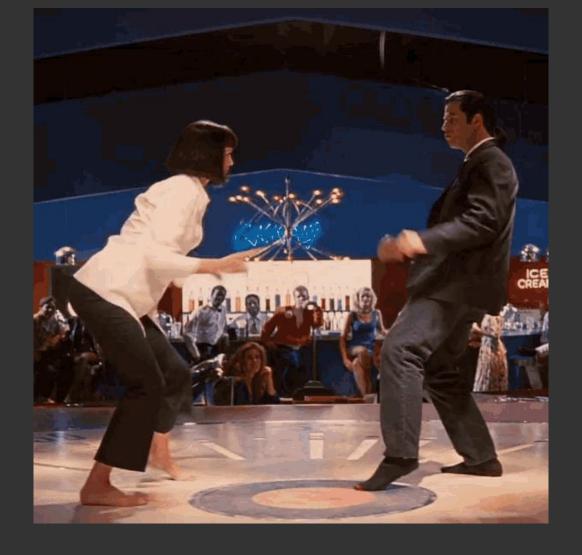


TM Contest Season

Format: In person

Languages: English, Spanish, Portuguese and French

Area B1	12th March
Area B2	26th March
Area B3	2nd April
Division B	23th April
District 107	13th-15th May (Aveiro - Portugal)



Just keep up that beat!

Division C Success Report

Director Division C



Division D Success Report

Director Division D



Growth ("Crescimento")

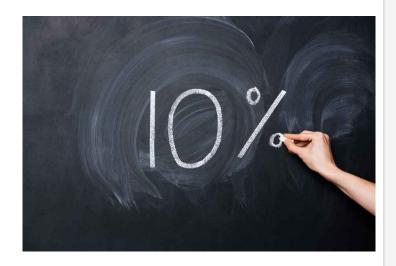


For Officers, Where Leaders are Made, Toastmasters is about common growth

MEMBERSHIP (m) GROWTH

+10% (207m > 228m)

[Membership Goals|7~8]



DCP GOALS

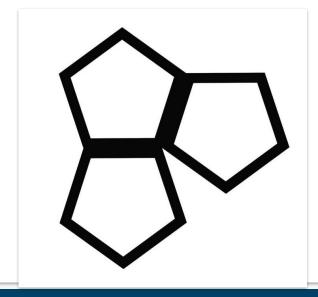
>= 50% distinguished clubs per area



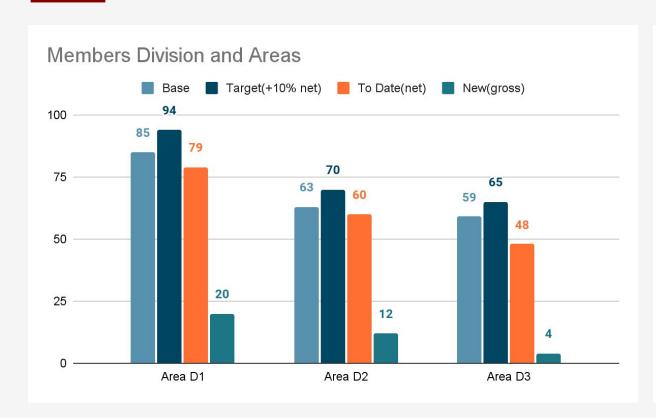
CLUB(c) GROWTH

4 clubs > 5 clubs (+1 new club/ area)

12 clubs > 15 clubs



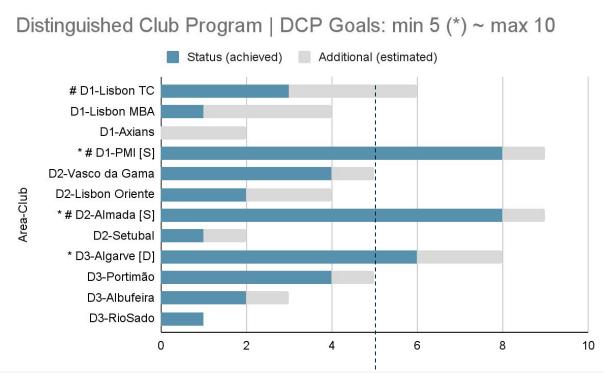
Members and DCP (Distinguished Club Program)



Source: http://dashboards.toastmasters.org/Club.aspx?id=107

Division D total

Base = 207 | New(gross) = 34 (+15%) | To Date(net) = 187 (-10%)



Source for DCP Goals:

- Status (achieved): http://dashboards.toastmasters.org/Club.aspx?id=107
- Additional(estimate): it is a Division assumption. Goal is likely be achieved if current Goal progress >=50%
- * already distinguished, # ToDate > Required

Current progress on Toastmasters goals

Membership (m) Growth



10% (207m > 228m)

[Membership Goals|7~8]

[To Date] = 187m | -10% base new 34m (+15%) base churn -57m (-34%), Oct.21

> requires 97m+ gross members

(New: 228m - [To Date]*70%)

estimates -56m by apr.22 (churn: [today]*30%=-54)

... growth is #1 priority!

DCP Goals



>= 50% distinguished clubs per area (6 clubs, 2+ per area)

10 of 12 clubs 4+ officers Trained (Jun-Ago + Nov-Fev)

only 3 of 12 (25%) are DCP qualified (>=20m or 5m growth)
26% education goals achieved

[Education Goals|1~6]

Clubs(c) Growth



+1 new club/ area (12c jul.21 > 15c jun.22)

100% club renewals Sep.21

prospects:

2x D2 (IPS, Guine Bissau) + 1x @ D1 (U. Europeia)

"New Axians" (ex-Novabase)
"RioSado" (paper only club)

[District & Division Goals] ... retain all (12), convert 2, find 2~3 new prospects

What's next?

Growth ("Crescimento")



"D" Digital Roadmap and Training



eventbrite

Share COT & Training materials



Speech contests Q&A 10-Feb,18:30h Clubs by 4-mar Areas by 31-mar

Division at 16-abr



Renewals

before 30-mar renew 8+ members/club (let's sell all tickets)



"Open house" vaccination "ovos moles" vaccine Aveiro 14-15 May



https://www.tmdistrict107.org/aveiro-spring-conference

Division E Success Report

Director Division E



Division F Success Report

Area Directors F1, F2 and F4



AREA F1

20 members

No progression on education

In person meetings

Once every 2 weeks

Achievers Club

Marbella

16 members

No progression on education

Online meetings

Once every week

Oracle Club

Malaga

8 members

No progression on education

Online meetings

Once a month

Ericsson Club

Malaga

AREA F2

Membership status

Granada: 22 active members Málaga: 24 active members Sevilla: 35 active members

Club Officer Training:

7th February (online)
This date has been set in order to update club committee members the decisions concerning to división and district speech contests and news from DOT.

Club contests:

Granada:

8th March Speech contest 15th March Table Topics and Evaluation contest

Málaga:

12th March Speech and Table Topics contest (all day due to different location of club members)

Sevilla:

2nd March Speech contest (Spanish)9th March Speech contest (English)16th March Table Topics and Evaluation contest

Area contest:

26th March (Sevilla)



AREA F4 - DCP

Clubs	Membership	Achieved goals
CASABLANCA TOASTMASTERS CLUB	25	10
ELOQUENT LEADERS TOASTMASTERS CLUB	26	9
RABAT TOASTMASTERS CLUB	30	7
ALC EL JADIDA TOASTMASTERS CLUB	13	2
MARRAKECH ORATORS TOASTMASTERS CLUB	25	New club

A new club is expected in Agadir!



An amazing team is building it!

TOASTMASTERS INTERNATIONAL

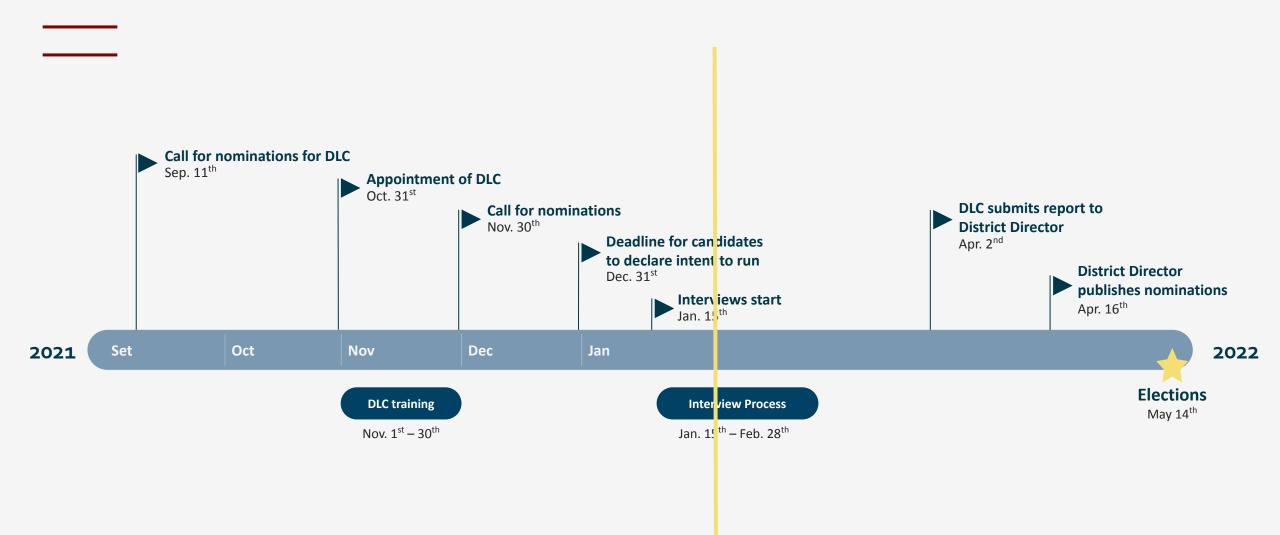
Current District Business

District Leadership Committee (DLC)

Immediate Past District Director Cristina Juesas, DTM



DLC Timeline



Appointed & Elected Positions

Appointed Positions

- Finance Manager *
- Administration Manager *
- Area Directors

Elected Positions

- District Director
- Program Quality Director
- Club Growth Director
- Public Relations Manager
- Division Directors



^{*} Only Area Directors will go through the DLC process. Finance Manager and Administration Manager are appointed directly by the Elected District Director.

DLC



Div APatricia Sanabria



Div DAntónio Mendes



DLC Chair Cristina Juesas



Alba Lucía Hincapié **Div C** Luis Marrana

Div B



Div EJaime Melancia



Div F Vincent Nerée

Positions lacking candidate

Area Directors

- B4
- D2
- D3
- E2
- F3

Spring Conference Aveiro 2022

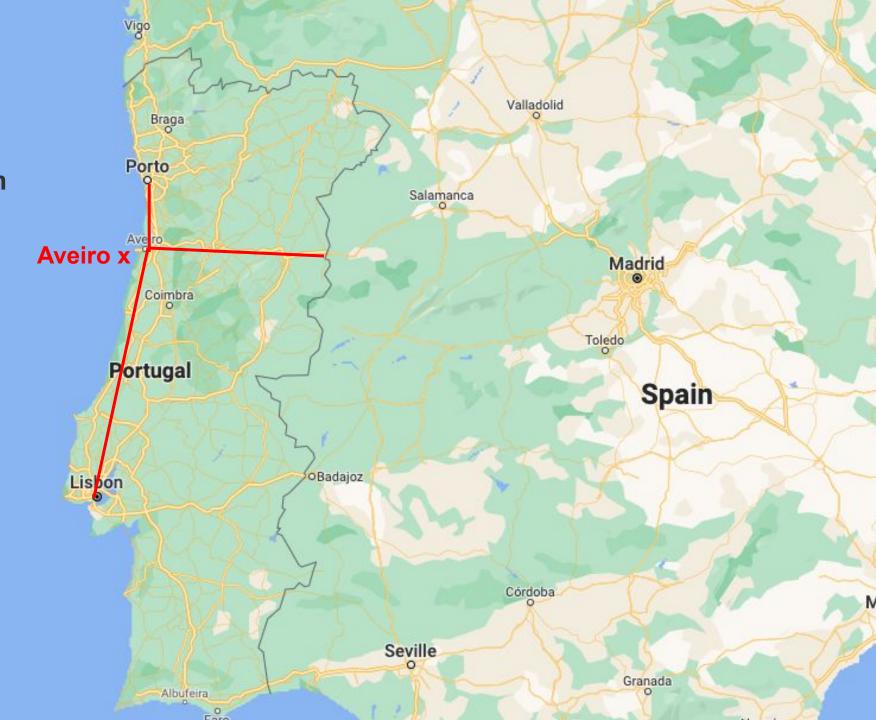
Program Quality Director



Frequent & easy trains from Porto and Lisbon airports.

Close to A1 motorway between Lisbon and Porto.

At the end of E80/A25 connecting to Salamanca, Valladolid, Madrid.





Venue: Centro de Congressos of Aveiro



DCm

Work

Speech Contests Gala

Dinner



Conference Prices

- ► Early-bird Full Package: €89
 - Summit, Coffee-Breaks, Saturday Lunch, Workshops, Gala dinner, Sunday Lunch
- ► Early-bird Small Package: **€55**
 - = Full package, without Gala dinner
- ► Full Package: **€99**
 - Summit, Coffee-Breaks, Saturday Lunch, Workshops, Gala dinner, Sunday Lunch
- ► Small Package: €65
 - = Full package, without Gala dinner
- ► Gala dinner only: **€40**



Autumn 2022 Summit / TLI

Program Quality Director



Other Business

District Director

Adjournment

District Director