



## Minutes District 107 – District Council Executive Meeting (hereinafter, “DECM”)

Saturday, 07 September 2024

(Hybrid) - 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, who attended in person and those who were online.

#### 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. Inspirational Moment (slide 8)

An inspiring speech by João Mendoza about his journey in Toastmasters.

#### D. Robert’s Rules of Order and Parliamentary Procedure (slides 9 - 38)

Our **parliamentarian** gave an overview on 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 & Secondary Motions.
4. Handling of the Main Motion - I move to - I second – chair “**DD**” opens the floor for discussion - discuss - vote.
5. If amending - I move to amend - I second – chair “**DD**” opens for discussion - discuss - vote.
6. Address the chair “**DD**” - raise your hand - lower your hand after being given the floor - mute at the end.
7. If you want to second - write “second” in the chat box or say it out loud if in person.
8. 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 alternates between those in favor and those opposed.
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. Most of the motions are approved by a majority of votes. Only the votes in favor or



against will count toward the vote.

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

#### E. Certification of the quorum (slides 39 - 40)

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

#### F. Adoption of agenda (slide 41)

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

#### G. Online DCM MoM approval (slides 42- 43)

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

#### H. District Success Plan (slides 44 -

##### 140) DD Report - (slides 45 - 62)

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 63 - 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.

### **Club Growth Director Report - (slides 82 – 96)**

1. The **Club Growth Director** (hereinafter, **"CGD"**) started by asking about the mission of the District.
2. Our goal is to have 100 clubs by June 30 and a net growth of plus 8 clubs.
3. **"CGD"** shared the SWOT analysis of our District.
  - a. 15% of our clubs need Coaches.
  - b. Almost 30% of clubs have less than 15 members
  - c. We have several strengths, having recovered well after the pandemic, and we have over 30 leads and opportunities to explore new territories.
  - d. Current changes in the economy can impact membership.
4. **"CGD"** called for Club Coaches, Club Mentors, and Sponsors.
5. **"CGD"** shared the list of the twelve Prospective Clubs.
6. **"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 97 - 116)**

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.

### **Alignment & Logistics Manager Report – Video presentation (slides 117 - 118)**

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

The **IT Manager** explained his role and offered assistance and support with any IT-related challenges in the District.

## Q&A/ District Success Plan Approval

1. There was a suggestion to provide help and assistance with easy speak.
2. Alfredo asked a question about promotion tools to convince people to become Toastmasters members. If such tools don't exist, he inquired how we could create and establish them.
  - a. Silvia, the PRM, responded that we need to find ways to persuade others and said she will share a job application to seek members who can offer more suggestions and help in creating these tools.
  - b. Claudia also suggested launching a social media campaign focused on membership and mentioned that marketing allowances for the Area could be utilized.
3. There was another question about the Toastmasters tax update (VAT) and how we can address this issue
  - a. Norberto answered that it's the responsibility of Toastmasters International to display that on the website and once it's available, we will communicate that and share it with the club's members.
  - b. Claudia suggested handling this topic later at the end of the meeting or tomorrow because we were running out of time.
4. Claudia asked if there were any objections. Since there were none, she moved to approve the District Success Plan and stated that she would send it to Toastmasters International by the end of the month.
5. Ray Sweeney suggested that everyone speaking in person should use a microphone, as those online were having trouble hearing clearly.

## District Budget (slides 121 - 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 141- 144)



1. **"DD"** opened the floor for questions.
2. Sofia Marques, Area Director A2, asked whether the same rate of €0.26/km applied for club visits.
  - a. **"FM"** replied in short YES.
3. Beatriz Duarte, Area Director C3, asked if there is a limit on the number of kilometers that can be claimed and how many club visits this will cover
  - b. **"FM"** replied regarding the club visit, stating that it will cover two club visits per year, with the possibility of more depending on geographical considerations.
  - c. **"PQD"** added that the District cannot pay for all Area Directors to visit all clubs frequently, especially if they want to attend other activities, as we will not have any money left.
4. Sofia Marques, Area Director A2, asked if she would receive a reimbursement if she made a visit to her home club.
  - d. **"FM"** replied No.
5. A point of clarification from the Immediate Past District Director (**"IPDD"**) was made that the €0.26/km is for club visits and not for travel allowances for DECM. **"FM"** clarified that it could apply also to travel allowances for DECM if you drive by car, with a maximum of €200 for two DECMs per year.
6. Maria de Las Casas Garcia, Area A4 Director, asked about the platform that can be used for reimbursement
  - e. **"FM"** will resend an email about Concur and explain the process for using it to get reimbursed.
7. Rafael Marques, Division C Director, asked what will happen with the District officers' training funds that have not been spent.
  - f. **"FM"** replied that in the afternoon, we will have workshops to discuss ideas on how to maximize the use of our budget. For the amount not spent, the District could consider other areas where it could be allocated. We may not know how much is unspent until the end of the year, after the training is complete. At that point, we will know the remaining amount, which we can use in the future.
8. Rafael Marques, Division C Director, asked what we are approving: will it be the maximum percentage per expense category or the maximum expense allocation for each individual officer?
  - g. **"FM"** replied both of them, now we are approving the budget as is presented.
9. Cristian Lordache, Division B Director, asked whether the budget for lodging and travel applies per person or if it applies when people travel together.
  - h. **"FM"** replied that if officers are traveling by car, everyone should apply €0.26/km for the shared trip. For shared accommodation, each person can apply for reimbursement based on their maximum eligibility.
  - i. **"PQD"** had a point of verification, if officers are traveling by car or renting a house, they should split the total amount and apply for reimbursement based on the shared cost.
10. **"FM"** clarified, in response to Sofia Marques' question about the unused budget for travel to DECM and DOT, that any funds not utilized by the Area and Division Directors will be allocated for use at the District level.
11. **"FM"** moved to approve the budget as presented, and **"DD"** seconded it.
12. **"DD"** asked if there were any objections.
13. Rafael Marques, Division C Director moved that this motion be amended.
  - "Amendment 1: I move to amend the motion by adding the following at the end: and that upon the existence of Division Directors and Area Directors training travel unspent budget, that it is redistributed



- amongst District Officers with travels expenses which exceed the base budget”
- “**FM**” seconded it
  - Rafael spoke in favor
  - “**PQD**” asking how the distribution will be managed if the final amount of unspent funds is only known after the second DOT in February
  - Rafael replied if our expenses are lower, we will submit them immediately; if our expenses are at the maximum, we will wait until after February to submit them.
  - “**IPDD**,” said that we should use our budget wisely for all categories
  - “**FM**” spoke in favor
  - Area Director E2 spoke in favor too
  - Division B Director asked how the split would be done
  - “**FM**” replied that will be divided among all District officers
  - “**IPDD**” proposed an additional amendment to the previous one by including the budget unspent after the first round of training.
  - No one seconded it
  - “**DD**,” asked who was in favor and who was against for the First Amendment
  - “**Parliamentarian**” confirmed that the amendment was approved by the majority.
  - “**DD**,” asked to approve the main motion, who was in favor and who was against
  - The motion was approved by the majority 22.

#### **E. Division Director’s Success Plan (slides 146 - 201)**

All Division Directors shared their teams and SWOT analyses about their Divisions and requested the collaboration and support of the District.

#### **F. Current District Business (slides 202 - 254)**

##### **Contest types for Spring Contests 2025**

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.
5. “**PQD**” had three motions: 1<sup>st</sup> he **moved to conduct Speech Contests in Spanish, Portuguese, and French at the Area, Division, and District level in the year 2024-2025 Speech Contest Season.** Second, he **moved to conduct the English Evaluation Speech Contest at the Area, Division, and District levels in the year 2024-2025 Speech Contest Season.** He clarified that at the club level, they could conduct other speech contests, and that’s applied to the Areas and the Divisions. For the third motion, he **moved that if an Area has 4 clubs or less, the District will allow 2 contestants from each Club to compete in the Area level, and the same rule applies from the Area to the Division Level, in the year 2024-2025 Speech Contest Season. Only one contestant will advance from the Division to the District level.**
6. Rafael seconded the first motion, there were no objections, the motion 1 was approved.



7. Claudia seconded the second motion, there were no objections, and the second motion was approved.
8. Aly Autumn seconded the third motion, there was an objection and the floor was open to discussion. **Area Director E2** objected because the competition will be in person and that will limit the ability to have judges. Area C3, D3 & F1 Directors spoke in favor of the motion, and Area C2 & B2 spoke against the motion. After the vote, motion 3 was approved by a majority of 22.

### **Fall Summit & Spring Conference - (slides 215 - 235)**

1. **The Conference chairs** 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. They encouraged members to attend, as it's a great opportunity to connect, learn, and create lasting memories.

### **District Leadership Committee Report - (slides 236 - 254)**

1. **"IPDD"** shared the Elected and the Appointed positions for this term.
2. **"IPDD"** shared the DLC Timeline, and this year she will try to extend the deadline for a candidate to submit their applications to January 31st.
3. Launch of Leadership Academy.
4. Call for a representative from each Division to join the DLC committee, the deadline is September 30.

### **G. New Business (slides 255 -258)**

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).

### **Other Business and adjournment - (slides 259 - 261)**

1. A motion was made to hold Table Topics at the District Conference, **"DD" moved to conduct the English Table Topics Contest at the Area, Division, and District level in the year 2024-2025 Speech Contest Season"**, two District officers spoke in favor of the motion and two officers spoke against it, after the vote, the motion wasn't approved.
2. The **"DD"** adjourned the meeting and shared the date of the next online DCM.

