



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

Saturday, 23 September 2023

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

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

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** remembered the District’s new motto: Empowering Voices
2. The **DD** welcomed the District 107 Team of Officers
3. The **DD** welcomed the District 107 Club Officers

B. District mission (slides 3 - 12)

The Administration Manager (hereinafter, “**AM**”) asked for the help of everyone to answer e-mails and send 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 13 - 34)

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 proposal made by a member.
4. Handling of the Main Motion - I move to - I second - chair opens the floor for discussion - discuss - vote.
5. If amending - I move to amend - I second - chair opens for discussion - discuss - vote.
6. Address the chair - 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 chatbox or you say it out loud if in person.
8. For the debate we need to make the motion clear.
9. It was explained how the debate works.
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 taken into account 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 (slide 35)

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

E. Adoption of agenda (slide 37)

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 39)

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

G. District Success Plan (slides 41 - 145)

DD Report - (slides 42 - 70)

1. We want to be a **Smedley Distinguished District** again this year and this is only possible with the cooperation of everyone.
2. **DD** inspired us to be more creative.
3. **DD** emphasized the need for growth.
4. **DD** reiterated that we are a team.
5. **DD** ended with District Motto and Vision

Program Quality Plan Report - (slides 71 - 99)

1. Quality equals **Smedley Distinguished District**. There are only six districts in this rank.
2. It is important to read the District Leadership Handbook
3. The Moments of Truth Tool Kit was presented as a path to quality.
4. It was emphasized the importance of getting to know the Distinguished Club Program.
5. DCP goals (education - membership - training - administration).
6. The Tunis Toastmaster was the first club to achieve the Distinguished Club recognition,
7. The District needs 36 distinguished clubs by December 2023 so we can be in full power to reach Smedley. To reach this recognition we will need 49 distinguished clubs by June 2024.
8. The Club Officer training tool kit was presented.
9. Train all officers.
10. The Winners Academy will continue.
11. We will have a series of educational online sessions around Toastmasters full experience. It will be called The Main Thing.
12. The **DEC** is the team of Program Quality Ambassadors.



Club Growth Director Report - (slides 100 - 120)

1. To be Smedley Distinguished we need a 8% net membership growth, a 5% net club growth and 55% of club base distinguished.
2. **CGD** show us all the work that is behind these numbers and that is not seen.
3. We need to grow and have more clubs, more members, more leaders, more areas and divisions
4. We have 13 leads, 8 prospectives and 89 existing clubs and 4 are about to die.
5. The Club Building Initiative Curriculum was presented.
6. Assign a Club Coach - find a club coach ASAP if your clubs need improvement (TBI = To Be Improved).
7. The deadlines for **AD's** Club Visits and subsequent submission of reports were presented.
8. The deadlines for renewals were presented.
9. **CGD** presented the existing and the new awards.

Marketing and Public Relations Plan - (slides 121 - 132)

1. Our goal is enhancing communication.
2. **PRM** explained what we need to communicate better inside and outside the District.
3. The different communication platforms were presented.
4. Other useful tools were also presented.
5. Besides the District Motto the PR has a motto for itself: Your Voice, Your Story, Our Inspiration.
6. Embrace your voice and share it.
7. Together we can make a difference!

District Budget 2023-2024 (slides 133 - 144)

Finance Manager (hereinafter, "**FM**"), **highlighted** that the budget had an increase of 27,19%. 25% of our budget comes from membership payments The budget for 2023-2024 was presented and explained. This is our proposal and we can make changes here at the DECM. The final will be submitted for approval at the DCM on 23 September and then to Toastmasters International (hereinafter, "**TMI**").

Q&A/District Budget Approval

Motion to approve the budget

DD highlights that the P on the agenda stands for a preliminary decision. The DD moved to approve the budget as presented. It was seconded by the parliamentarian. The floor was open for discussion, no one had anything to ask or say, so the DD asked if there were no objections and as there was none, the district budget was approved.

H. Current District Success (slides 146 -)

District Leadership Committee (slides 147 - 150)

IPDD (DLC Chair) explained that the **DLC** is the committee that will choose the District Officers for the term 2024-2025. It was explained which were the appointed positions and which were the elected ones.



- Call for DLC - The deadline was on 12th September and the team was presented.
- DLC training – From 1st to the 30th November
- Call for nominations - November 30th
- 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

Alignment Plan - (slides 151 - 166)

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.
5. Having the best puzzle will empower our voices..

IT Manager Plan - (slides 167 - 179)

1. The importance of technology.
2. **ITM** will help us to work with the existing technology.
3. Tools for engagement.
4. AI and Machine Learning.
5. Increasing Performance.
6. Introduction to linktree.
7. Technology is your friend!

Madrid and Porto updates and call for 2024-2025 events – (slides 180 - 198)

Program Quality Director (hereinafter, “**PQD**”) took the floor and talked about the incoming events and gave the floor to the chair of the Fall Summit so they could give us information about the event. Then, the **PQD** gave the floor to the chair of the Spring Conference to share information with us. Finally, PQD said that the Core Team is accepting proposals for 2024-2025 events.

Spring Contests - (slide 199 - 211)

PQD took the floor again to talk about the Spring Contests and present what had been decided in the DECm about this theme.

The **PQD** presented the rulebook and pointed out the only change from previous year: page 7, point number 6, candidates for district positions elected by the District Council for the term beginning the upcoming July can't compete.

1. PQD talked about the letter we have received from **TMI** regarding the contests. We have the option to have contests in person, online only or hybrid at Area, Division and District level. As decided at DECm, **the Area, Division and District speech contests for the 2023-2024 contest season will be conducted in hybrid format.**

2. **PQD** remembered that in the rulebook it is stated that Districts may conduct up to three additional English speech contests each year. As decided at DECm, **the English Evaluation**



Speech Contest will be conducted at the Area, Division and District Level in the 2023-2024 Speech Contest Season.

3. PQD remembered then that the rulebook allows us to conduct up to four non-english speech contests each year. As decided at DECm, **the French, Portuguese and Spanish Speech Contests will be conducted at the Area, Division and District level in the 2023-2024 Speech Contest Season.**

4. PQD informed that, as decided at DECm, **the International Speech contest will be the ONLY contest that requires having earned certificates of completion in Levels 1 and 2 of any Pathways path or having earned a Distinguished Toastmasters award as stated in the 2023-2024 Speech Contest Rulebook. All other speech contests are exempt of this requirement for the 2023-2024 Contest Season.**

5. PQD informed that, as decided at DECm, **If an Area has four (4) clubs or less, we allow two (2) contestants from each Club to compete in the Area level, and the same rule applies from the Area to the Division Level. However, only one contestant will advance from Division to District level.**

I. Other Business (slide 212 - 214)

DD gave a warm thank you to everyone who attended. She also reminded the place and time for the next DCM: hybrid in Porto, on the 18th of May.

The meeting was adjourned at 12:00!