



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

Saturday, 18 May 2024

(Online) - 9:20 Morocco & Portugal / 10:20 Spain

I. OPENING (meeting started at 10:00 / 11:00h)

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
2. The **DD** welcomed the District 107 Club Officers

B. District mission (slides 3 - 17)

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. Robert’s Rules of Order and Parliamentary Procedure (slides 18 - 34)

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. A motion is a proposal made by a member.
3. Handling of the Main Motion - I move to - I second - chair opens the floor for discussion - discuss - vote.
4. If amending - I move to amend - I second - chair opens for discussion - discuss - vote.
5. Address the chair - raise your hand - lower your hand after being given the floor - mute at the end.
6. If you want to second - write “second” in the chat box or say it out loud if in person.
7. For the debate we need to make the motion clear.
8. It was explained how the debate works.
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.



D. Certification of the quorum (slides 35 - 38)

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 (slides 39 - 40)

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 (slides 41 - 42)

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

G. District Success Plan (slides 43 - 161)

DD Report - (slides 44 - 80)

1. We want to be a **Smedley Distinguished District** again this year, but we are not there yet.
2. **DD** informed about the actual numbers achieved: 95% of membership, 88% of paid clubs, 73% of distinguished clubs.
3. **DD** left us with a challenge: to achieve 100%.

Program Quality Plan Report - (slides 81 - 98)

1. **PQD** reminded us of the Distinguished Club Program and gave us the point of situation: we have reached distinguished status.
2. **PQD** informed us that the new Learning Management System (LMS) will launch 6 paths, and more news will be given soon.
3. **PQD** explained how to check that club's education achievements are submitted to both base camp and club central.
4. The **DEC** is the team of Program Quality Ambassadors.

Club Growth Director Report - (slides 99 - 112)

1. **CGD** presented the club growth status: we need 94 clubs to be Smedley Distinguished and we currently stand at 80 clubs.
2. We "lost" 8 clubs, are renewing 4 clubs and have 7 prospective clubs that are likely to charter until June 30.
3. We need to grow and have more clubs, more members, more leaders, more areas and divisions.

Marketing and Public Relations Report - (slides 113 - 121)

1. **PRM** reminded PR motto: Your Voice, Your Story, Our Inspiration.
2. **PRM** presented the PRM achievements.
3. The upcoming assignments were presented: celebrating achievements of clubs and members, 5 questions with a leader, first meetings wall, recording four episodes of the podcast.



4. The pending projects were presented: regional websites.
5. Besides the District Motto the PR has a motto for itself: Your Voice, Your Story, Our Inspiration.

Finance Report (slides 122 - 137)

1. The **Financial Manager** (hereinafter, "FM") presented the execution rate of the Budget (52,35%) and the distribution by category.
2. **FM** showed us the status by Division and Area.
3. **FM** asked to make last spendings until the 30th of June.
4. **FM** informed that if we need to go over allowances, we should send an email to him plus **DD** or **PQD**.

The IT report - (slides 138 - 160)

1. **ITM** presented what is new in the Base Camp user experience.
2. **ITM** talked about how AI could help us.
3. **ITM** presented suggestions for next year.

Q&A

It was asked how can clubs have access to the money and the DD responded that they have access through the Area Directors. It was also asked if the Area doesn't have money already, clubs could ask from other areas and DD explained that they should send an email as informed previously by FM. It was asked if we could use money from other categories and DD informed that it is not possible.

It was asked if clubs could use the zoom account and DD explained that the zoom account is for District business, but clubs can send an email asking for it and it is possible to use it if available.

H. Current District Business (slides 163 - 216)

PQD presented the next events coming ahead (slides 164 - 177)

1. **PQD** presented the Fall Summit 2024 that will take place in Setúbal, Portugal from the 8th to the 10th of November.
2. **PQD** presented the Spring District Conference 2025 that will take place in Rabat, Morocco on the 17th and 18th of May.

District Leadership Committee (slides 178 - 182)

IPDD (DLC Chair) remembered the DLC Team, the DLC timeline and the roles for the term 2024-2025. He also informed what was going to happen next: elections in this DCM; appointments by future DD; and vacant roles to be filled by June 30 and endorsed by future DEC.

Audit Committee (slides 183 – 190)

It was explained what the responsibilities and tasks of the audit committee and the Committee are confirmed that all expenses were relevant, approved and within budget.



Alignment Plan (slides 191 - 216)

Sérgio Águia, Alignment Chair

- a. Explained the proposal for the Alignment and rules for the alignment of the District
- b. Shared two proposals for the Alignment 2024-2025
 - Optimal Proposal – 7 Divisions – Is conditional to the chartering/prospecting of the needed clubs (slide 194 and 196)
 - Alternative Proposal – 6 Divisions (slide 195 and 197)
- c. DD moved to approve the preliminary Option A proposal as presenter by the alignment chair.
- d. CGD seconded it
- e. The floor was open to discussion.
- f. Amelia Bossati President of ADP Barcelona moved a motion to amend this motion to maintain the alignment for Division B as in 2023/2024.
- g. It was seconded by an officer at home.
- h. The floor was open to discussion the amendment.
- i. The amendment was voted. 42% voted No, 30% abstained and 28% voted YES. The amendment was rejected.
- j. DD moved to approve the preliminary Option A proposal as presenter by the alignment chair.
- k. Rafael Marques, AD of C4 seconded it.
- l. The motions was voted. 74% voted YES, 14% voted YES and 12% abstained.
- m. The motion was approved.

District Elections (slide 217 - 231)

1. DD start presenting the District Elections
2. DD reads the script for the elections.
3. AM shared the presentations
4. DD read the script, asking if there is any objections for the following positions, and the Am cast a single vote for the following Members as District Officers for the next term:
 - a. District Director, Claudia Villarreal
 - b. PQD, Norberto Amaral
 - c. CGD, Izidro Souza



d. For the PRM Position there were two candidates from the floor: Sílvia Vilas and Joanna Wakuluk. Voting was needed and both presented their candidacy in person.

e. Members of the DCM voted. Sílvia Vilas – 53%; Joanna Wakuluk – 47%

f. Votes are shared.

- Sílvia Vilas – 53%

- Joanna Wakuluk – 47%

g. Sílvia Vilas elected as the new PRM of the district.

h. The Division Director roles had no more than one candidate, there were no objections and the AM cast a single vote for the following Members as District Officers for the next term

i. Division B Director, Cristian Iordache

j. Division D Director, Rui Domingos

k. Division E Director, Ilyas Elamri

l. Division A and F had no candidates, and the new DD will appoint this Division Directors

Adjournment

DD gave a warm thank you to everyone who attended.

The meeting was adjourned at 14:00!