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**Minutes of the Virtual Meeting of  
Toastmasters District 60 District 60  
Tuesday, September 17th, 2019  
Using Zoom.us**

**1. Call To Order**

The meeting was called to order by Dawn Frail, DTM, at 7.32pm. She reviewed the District Mission, welcomed all participants and introduced the District Officials who would assist with this meeting.

**2. Adoption of Agenda and Minutes of Previous Meeting**

Dawn Frail reminded attendees that the agenda for this meeting and draft minutes of the previous meeting (April 13, 2019) had been made available for review on the D60 website ahead of this meeting, and asked for any amendments. Receiving none, both documents were approved by unanimous consent

**3. Year-End Audit Report**

Christine You, CC, CL, presented the year-end audit report and reported that the Audit Committee had found no evidence of misappropriation or comingling of funds. She reminded attendees of best practice including submitting expenses within 60 days of them being incurred, and reiterated rules regarding travel expenses and boundaries. Christine thanked in particular Janice Howard, DTM, and Kurt Henry for their work on the Audit Committee.

**4. Q1 Profit and Loss**

Christine You and Dawn Frail presented the Q1 Profit and Loss, showing all income and expenses to July 31, 2019.

**5. Credentials Report**

Andrew Horberry, DL3, advised that 120 Club Presidents and VPs Education had logged on. As this was below the required number for quorum (one third of all Club Presidents and VPs Education:  $1/3 \times 419 = 140$ ) quorum had not been achieved.

NB Following subsequent advice from Toastmasters International, this meeting was quorate, as the qualifying level should be based on registrations for the meeting, rather than attendees. As 167 Club Presidents and VPs Education had registered, quorum was achieved.

## **6. Appointments**

Dawn Frail advised that she had appointed Julia Lawr as District Public Relations Manager, Christine You as District Finance Manager, and Andrew Horberry as District Administration Manger.

She presented a list of Area Directors that had been appointed and approved by District Executive Committee.

District Council approved these appointments by unanimous consent.

## **7. District Budget**

Dawn Frail reviewed the District's Success Plan, emphasising Open House Month which will be supported by marketing campaigns using LinkedIn and TTC posters.

## **8. 2019-2020 Budget**

Dawn Frail presented a summary of the District 2019-2020 budget. On a vote, the budget was overwhelmingly approved (207 votes to approve vs 3 dissenting).

## **9. Public Relations Manager Report**

Julia Lawr, ACB, ALB presented an update on public relations activity, including a request for stories for the District newsletter, announcement of initiatives to standardize club social media and tools to maximise the impact of Open Houses in October.

## **10. Club Growth Director Report**

Aneeta Pathak, ACS, ALS, presented an update, including a reminder to submit membership dues and announcement of a Guest Packet competition.

## **11. Program Quality Director Report**

Wendy Williamson, DTM, presented an update, including a reminder to participate in Club Officer Training and announcement of a Club Quality Workshop.

## **12. District Director Report**

Dawn Frail presented an update, including notes on District reformation, announcement of a District 60 podcast initiative and opportunities to participate in High Performance Leadership (HPL) initiatives.

## **13. Adjournment**

There being no further business, Dawn Frail closed the meeting at 9.02pm.