



**Minutes of the District Committee Meeting (DCM),  
District 102, Term 2018-2019**

Date: 22<sup>nd</sup> September 2018 (Saturday)

Time: 1:00 – 2.10 pm

Venue: WP Hotel, 362 Jalan Tuanku Abdul Rahman, 50100 Kuala Lumpur

Attendees: As per Appendix

No.	Items
<b>1.0</b>	<b>Call to Order</b>
1.1	The meeting was called to order by the Chair, Dr William Lau, DTM at 10.00 a.m.
<b>2.0</b>	<b>Invocation</b>
2.1	The Chair invited the District Admin Team Support Member, Teoh Chun Min, ACB, ALB to present the Invocation Speech
<b>3.0</b>	<b>District Mission</b>
3.1	The Chair invited the District Administration Manager, Henry Fu, ACS, ALB to read out the District Mission
<b>4.0</b>	<b>Briefing by District Parliamentarian</b>
4.1	<p>The District Parliamentarian, PDD Low Yat Seow, DTM, was invited by the Chair to give a briefing on basic rules on the conduct of the meeting which were highlighted as follows :-</p> <ul style="list-style-type: none"> <li>i) For a member to speak, raise your hand first</li> <li>ii) Wait to be recognized by the Chair, then state your name and position</li> <li>iii) After being recognized by the Chair, then the member has the floor i.e. the right to speak</li> <li>iv) If a member wishes to make a proposal, then he should say “I move that ...”. This is called making a motion</li> <li>v) A motion is a formal proposal made by a member in a meeting that the group take a certain action/s</li> <li>vi) A motion needs to be seconded before the Chair initiates the debate</li> <li>vii) It is important when making the motion to include the following points :- <ul style="list-style-type: none"> <li>• Who</li> <li>• What</li> <li>• Where, &amp;</li> <li>• When</li> </ul> <p>And to state these in a positive manner; no need to explain.</p> </li> <li>viii) When a member makes a motion, he will be the first to speak on the reasons for making the motion</li> </ul>



	<ul style="list-style-type: none"> <li>ix) Then he sits down and wait for the motion to be seconded or otherwise</li> <li>x) If it is seconded, then the seconder needs to state his name and position and simply says "I second the motion"</li> <li>xi) After it is seconded, the Chair will state the motion saying "It is moved and seconded that ... (followed by the motion)</li> <li>xii) The Chair will then say "is there any discussion</li> <li>xiii) The proposer for the motion has the right to speak first and state the reasons for making the proposal</li> <li>xiv) Everyone will be given a chance to speak</li> <li>xv) The Chair will alternate between for the motion and against it</li> <li>xvi) In all debates, all remarks shall be addressed to the Chair. There should be no cross-talking between members</li> <li>xvii) A member starts with either "I speak for the motion or against it</li> <li>xviii) For proper time management, a time limit will be set for each speaker and it is suggested that the time limit will be 2 minutes per speaker</li> <li>xix) Each speaker is allowed to speak once only</li> <li>xx) The Chair will then decide to adopt or otherwise the proposal based on the votes received</li> </ul>
<b>4.2</b>	<b>Briefing on the Voting Process by Program Quality Director, PQD</b>
	<p>Dr Yvonne Leong explained the process of discussion and voting in the virtual meeting room as follows :-</p> <ul style="list-style-type: none"> <li>i) Discussion will focus on for or against the motion</li> <li>ii) To raise hand in the virtual meeting room</li> <li>iii) First to raise hand will be identified and he will be unmuted to speak</li> <li>iv) Rest of the hands will be lowered</li> <li>v) Speaker has 2 minutes to speak over the mic in the virtual meeting room</li> <li>vi) At 1 ½ minutes, the Conference Manager will alert the speaker of the timing</li> <li>vii) At 2 minutes, the speaker session will end and the mic will be returned to the Conference Manager</li> <li>viii) There are 2 channels for voting – both in the virtual conference room but for those in the meeting room physically in WP Hotel, voting will be by a show of hands or by voice which will be decided by the Chair</li> <li>ix) For those present in the virtual conference room, voting will be done by selecting the preferred voting option "yes", "no" or some other options given on the screen to you</li> <li>x) You vote on the electronic device and then press "submit" to get your answer counted</li> </ul>
<b>5.0</b>	<b>Report from Credentials Chair</b>
5.1	On behalf of District 102 Credentials Chair – PDD Dr Arulnathan, DTM –Teoh Chun Ming reported as follows :-



	<p>i) There are 146 paid clubs in District 102. This means that there 292 Club Presidents and VPEs. The quorum for DCM is 98.</p> <p>ii) As of 12.30 p.m. there were 120 Club Presidents and VPEs registered for this meeting. This meant that the quorum for the meeting was met.</p>
<b>6.0</b>	<b>Adoption of Agenda</b>
6.1	Majority voted to adopt the Agenda.
<b>7.0</b>	<b>District Administration Manager's (DAM) Report – Reading of minutes and matters arising</b>
7.1	The Chair asked the audience whether they would want DAM to read out the minutes of the DCM sent out to them earlier
7.2	Majority voted “Nay”
7.3	The Chair declared obviation of reading the minutes of the DCM
<b>8.0</b>	<b>Approval of Appointed District Officers</b>
8.1	<p>The Chair asked whether those in attendance had any objection to the following appointments:</p> <ul style="list-style-type: none"> <li>➤ Senior District Officers, (SDOs = 7 including Immediate Past District Director)</li> <li>➤ Division Directors (DvDs = 9)</li> <li>➤ Area Directors (ADs = 36)</li> <li>➤ Special Appointees (= 25)</li> </ul>
8.2	There were no objections raised. The above appointments were adopted unanimously.
<b>9.0</b>	<b>Approval of District Director's Recommendations to fill Vacancies</b>
9.1	There was no vacancy. The Chair proposed to move on to the next item in the Agenda to which the meeting agreed.
<b>10.0</b>	<b>Report of Audit Committee for the Term 2017-2018</b>
10.1	The Chair invited Serena Kong, a member of the Audit Committee of the previous Term to present the Audit Committee's Report. She summarized the findings and stated that the Committee has inspected and gone through the receipts, Bank Statements, etc and found that everything was in order.
10.2	When put to a vote, majority by a show of hands, adopted the Audited Report
<b>11.0</b>	<b>Adoption of District Budget for the Term 2018-2019</b>
11.1	The Chair invited the District Finance Manager (DFM), Kaarthigayan, to present his report.



11.2	DFM reported that the budget had a deficit of RM 18,952.00. However, he apprised there would be an inflow of funds from TI towards the end of the year which would be more than adequate to meet the anticipated expenses.
11.3	DFM invited questions from the floor. There being no question DFM then handed the control back to the Chair.
11.4	The Chair then called for a voting for the budget. When put to a vote, the majority voted in favour. The budget was adopted.
<b>12.0</b>	<b>District Finance Manager's Report for the First Two Months (1<sup>st</sup> July to 31<sup>st</sup> August 2018)</b>
12.1	DFM explained that the P & L Statement was not reflected in the Report because DCM was usually held in November as in the past but for this term, it was brought forward to September. TI required the budget to be adopted not later than September.
12.2	The second reason was that there were no expenses incurred in July and the Bank Statement was received only recently. By 31 Oct 2018, the first quarterly P & L Statement would be sent to TI.
12.3	Questions from the floor and from those in the virtual room were invited. There was no question and control was then handed back to the Chair.
<b>13.0</b>	<b>Reports by Senior District Officers (SDOs) &amp;</b>
<b>14.0</b>	<b>Reports by Division Directors</b>
14.1	The Chair asked the audience whether they would like the reports to be read again by every SDO and Division Director as had been done earlier that morning at the DECM. The response was "No".
14.2	The Chair then requested for a proposal for the reports by the SDOs and the Division Directors to be adopted :  Proposer : Aaron Chan      Seconder : Patrick Low
<b>15.0</b>	<b>2018 Annual Conference (AC) Report by Organising Chair</b>
15.1	The Chair invited the 2018 AC Co-Organising Chair, Benny Chia, DTM, to present his report.
15.2	Firstly, Benny commented that throughout the journey, it was amazing to have worked with a great team
15.3	Secondly, he acknowledged the inputs of Co-OC, Rosidah Hardiani, ACB, ALS plus inputs from IPDD, Azizah Abu Hassan, DTM, who were with the team throughout the entire conference



15.4	<p>3 statistics were highlighted by Benny as follows :-</p> <ul style="list-style-type: none"> <li>✓ Delegates <ul style="list-style-type: none"> <li>➤ A total of 466 delegates attended the AC</li> <li>➤ 371 were from District 102</li> <li>➤ 42 were from District 51</li> <li>➤ 53 were non-Toastmasters</li> <li>➤ Full tickets = 393</li> <li>➤ Single tickets = 73</li> <li>➤ Total tickets = 466</li> </ul> </li>   <li>✓ Total Gross Inflow of Cash <ul style="list-style-type: none"> <li>➤ This amounted to RM 202,570.00</li> <li>➤ This figure excluded non-cash sponsors and donations</li> <li>➤ A total of RM 186,000.00 received was in respect of proceeds from the sale of AC tickets</li> <li>➤ Balance of RM 17,000.00 was from cash sponsorship</li> </ul> </li>   <li>✓ Net Surplus <ul style="list-style-type: none"> <li>➤ Net surplus from AC was RM 4,726 which would be carried over to the next term</li> </ul> </li> </ul>
<b>16.0</b>	<b>2019 Annual Conference Update by Organising Chair</b>
16.1	The Chair invited the Co-Organising Chair of 2019 AC, Dr Somsubhra De, ACB, ALB to present his latest development on the AC 2019.
16.2	AC would be held from 26-28 April, 2019 at the Holiday Inn in Melaka City.
16.3	The first round of registration of “early birds” numbering 150 pax priced at RM 390 per pax had been completed.
16.4	New rate of RM 440.00 per pax was ongoing. Additional 6 delegates registered recently. Total number of delegates to-date was 156.
16.5	The AC Facebook would be updated as more and more delegates were registered.
16.6	The RM 440.00 rate was valid until 15 November 2018 or when the target of 400 was reached whichever was earlier after which the rate would be increased further to RM 490.00
16.7	A detailed description of the hotel, its facilities and its environs were then given by Dr Somsubhra De



16.8	Some Toastmasters from Singapore and from other Districts were expected to attend also
16.9	First Vice-President Elect from TI, Richard Peck, DTM and a foreign Speaker from Dubai were expected to give a talk
16.10	Dr Somsubhra De gave a brief breakdown of the 3-day program of the 2019 AC <ul style="list-style-type: none"> <li>• Day 1 – DECM, District Humorous Speech &amp; Evaluation Contests (English &amp; Chinese), Bonus Lunch, DCM &amp; Welcome Dinner</li> <li>• Day 2 – Official Opening Ceremony, Keynote Address, Education Sessions &amp; Gala Night Dinner</li> <li>• Day 3 – District International Speech &amp; Table Topics Contests (English &amp; Chinese) and Closing Ceremony</li> </ul>
16.11	Zarina Abu Bakar, ACB, ALB, Area B3 Director asked whether there would be special hotel room rates available for AC delegates
16.12	Dr Somsubhra De responded that the Organising Committee was in the process of negotiating with the hotel management. Indications were that the corporate room rate of about RM 285 for a twin-sharing room might be offered. The final rate would be announced on 19 October 2018.
16.13	The Chair requested Dr Somsubhra De to elaborate on the Conference’s Theme
16.14	He replied that the theme was “ <i>Aspire to Inspire</i> ” and elucidated that many people had aspirations. They were trying to inspire other people who aspire to be better leaders in the future. This is related to the theme which was promoting leadership. Public speaking skills were also important to Toastmasters. However, the AC theme this time would be focusing more on the leadership aspects.
16.15	The Chair thanked Dr Somsubhra De for providing a real rundown of AC Melaka’s theme
16.16	Abdul Mumini, EC1, from UTM Toastmasters Club, Skudai, asked how to get the hyperlinks for AC Melaka
16.17	Dr Somsubhra De advised that the hyperlinks can be found in the Facebooks and websites of both the Conference as well as District 102. The hyperlinks are also printed in the AC posters, promotional flyers and in the Registration Form
16.18	Abdul Mumini thanked Dr Somsubhra De for providing the answers satisfactorily and suggested that the hyperlinks should have been shared during the meeting
<b>17.0</b>	<b>Bidding for 2020 Annual Conference</b>



17.1	Division E Director, Khalid Idris, expressed his intention to bid for the Annual District Conference 2020.
17.2	The Chair thanked Khalid Idris for expressing his intent
<b>18.0</b>	<b>Any Other Business</b>
18.1	Manish Kumar Jha, CC, CL, IP1, Area C3 Director voiced his concerns about budget limitations for speech contests
18.2	<p>Reasons for his concerns were as follows :-</p> <ul style="list-style-type: none"> <li>• ADs were obligated to support Speech Contests at both the Area and Division levels</li> <li>• In the past, ADs were charging each Club RM 150 for conducting Area Contests and another RM 150 for Division Contests i.e. a total of RM 300 per Club per Term</li> <li>• This practice had stopped since the beginning of this Term i.e. ADs could not charge any Clubs for conducting Speech Contests at both the Area and Division levels</li> <li>• Manish said that ADs were paid RM 150 per Area when they had completed Official visits of all Clubs in their Areas per half-Term which he commented was insufficient to meet the costs of conducting contests</li> <li>• He cited an example of his Area C3 and another Area C4 having organized a joint Area Contest. Their combined available funds of RM 300 were inadequate to meet the actual expenses incurred of about RM 600 – RM 700. Cost of running contests at Division level had not even been taken into consideration yet!</li> <li>• He asked District Leaders in the audience what were the options available to support these contests because :- <ul style="list-style-type: none"> <li>➤ ADs were not supposed to charge the Clubs</li> <li>➤ ADs had only RM 150.00 allocation per half-term from the District</li> </ul> </li> </ul>
18.3	<p>PQD, Dr Yvonne Leong, DTM, commented that there were many ways to overcome the challenges faced by ADs. She then referred to TI Speech Contest Rulebook, July 1 2018 to June 30 2019 Edition and specifically read para 1(f) on page 5 pertaining to Speech Contest Policy as follows :-</p> <ul style="list-style-type: none"> <li>• “Individual admission fees to a contest maybe charged to audience attendees and contest officials; however, contestants may never be charged a fee to compete in a contest, and clubs may never be charged a fee to send a contestant to a contest”</li> </ul>
18.4	She suggested the following solutions to circumvent the budget limitations issue:-





	<ul style="list-style-type: none"> <li>• ADs were permitted to charge door fees for attendees except speech contestants</li> <li>• From her experience as a Past AD, she related how she had discussed with the Clubs to share the cost of organizing the contests.</li> <li>• Her experience revealed that Clubs were willing to contribute to a certain amount. The right approach was not to use compulsion but to discuss with the Clubs</li> <li>• Joint Club Speech contests was another way to reduce costs significantly</li> <li>• Consider buying less expensive trophies which were still tokens of recognition</li> <li>• Also consider providing basic but still appetizing food items rather than elaborate foodstuffs for refreshments</li> </ul>
18.5	In essence, ADs should be ingenious and resourceful to deal with limited budget available and to manage the costs prudently
18.6	Danish sought further clarifications that ADs were allowed to charge door fees for all attendees except the speech contestants and that Clubs can contribute funds voluntarily and willingly to support costs of organizing speech contests i.e. contribution was optional and not compulsory to which PQD responded in the affirmative.
18.7	There were no other business items for deliberation
<b>19.0</b>	<b>Date and Venue for next District Council Meeting</b>
19.1	The Chair announced that the next meeting would be held on 26 April 2019 at the Holiday Inn in Melaka.
<b>20.0</b>	<b>Adjournment</b>
20.1	There being no further business, the Chair adjourned the meeting at 2.10 pm

Minutes taken by

Henry Fu  
District Administration Manager