



District Executive Meeting Minutes

14th September 2025

Toastmasters International District 69 - District Executive Committee (DEC) meeting
held on Sunday 14th September 2025 via Zoom at 7:00 pm

Call to Order

Meeting was called to order by Logistics Manager, Candice Roberts, who read the Acknowledgement of Country and Mission of the District.

Open Meeting

Meeting was opened by District Director, Nicky Jurd, at 7:01pm and Top Table were introduced.

- District Program Quality Director: Alex Smith
- District Club Growth Director: Shubi Chatterjee DTM
- District Public Relations Manager: Melanie Surplice
- District Administration Manager: Annette Marshall DTM
- District Finance Manager: Kate Norris DTM
- Acting District Parliamentarian: Leonard Scuderi DTM
- District Logistics Manager: Candice Roberts
- Immediate Past District Director: Featherduster, Lou Cervetto

Quorum

The Acting District 69 Parliamentarian, Leonard Scuderi, advised that the District Executive Committee meeting had 47 potential voting delegates, and required 24 voting delegates to establish a quorum. There were 25 voting delegates registered, therefore a quorum has been established.

Apologies

District Administration Manager: Annette Marshall read out the apologies.

- Vance Skene, Area 26 Director
- Ben Handley, Area 31 Director
- Adrian Pavone, Parliamentarian

Motion: That the apologies be accepted.

Moved: Lou Cervetto DTM

Seconded: Kaj Heffenden DTM, Area 9 Director

Motion carried.



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Previous Meeting Minutes

Minutes of the previous District Executive Meeting were posted on the District 69 Website on April 23, 2025.

No amendments were raised when asked for.

Motion: I, Annette Marshall, District Administration Manager move that the minutes are a true and accurate record of the DEC meeting held on the 13th July 2025.

Moved: Annette Marshall DTM, District Admin Manager

Seconded: Kate Norris, DTM, District Finance Manager

Motion carried.

There was no general business that arised from the Minutes.

Acknowledgement of Recent Deceased Members of District 69

Acting District Administration Manager Deb Barnett read and acknowledged the passing of the following District 69 Toastmasters.

Veronica Witham

Loved member of Western Division. MC of District Conference at Eatons Hill

Voting in of new Area Directors

District Director congratulated Pam Holley for stepping up into the role of Area 37 Director

Motion: "That the District Officer Bearers appointed by the District Director be approved."

Moved: Alex Smith, Program Quality Director

Seconded: Melanie Surplice, District Finance Manager

Motion carried.



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Correspondence Inwards/Outwards

Preamble:

The list of District correspondence has been placed on the District 69 website for review by the members

Motion: "I Annette Marshall, District 69 Administration Manager, move that the inwards correspondence be confirmed and the outwards correspondence endorsed"

Moved: Annette Marshall, DTM District Admin Manager

Seconded: Mac McLeod, Western Division Director

Motion carried.

There was no business arising from the correspondence.

Reports

Preamble:

The reports from the Trio, Top Table and Division Directors have been published via email. No questions on notice were received.

Motion: "I, Annette Marshall DTM, District Administration Manager move that the District Leaders reports be received & adopted."

Moved: Annette Marshall, DTM District Admin Manager

Seconded: Shane Cooper DTM, Area 4 Director

Motion carried.



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Motions on Notice

Motion 1 - Approving the District 69 2024-25 Budget

Motion: I, District Finance Manager, Kate Norris move that the proposed 2025-26 Budget for District 69 be recommended for approval to District Council.

Moved: Kate Norris DTM, District Finance Manager

Seconded: Catherine McDonagh, Area 24 Director

Motion carried.

Motion 2 – Approving the 2025-26 District Success Plan.

Preamble:

"TI requires that each District submit a District Success Plan. The District Trio has reviewed and updated the 2024-25 District Success Plan to incorporate the aims of the Trio for 2025-26. These include continuing with the Immediate Past District Director's aims of improving connections across the District, as well as, improving leadership skills and participation within the Clubs and District.

The draft 2025-26 District Success Plan has been posted on the District 69 website.

Motion: "I, District Program Quality Director, Alex Smith move that the draft 2025-26 District Success Plan be recommended to the District Council for approval."

Moved: Alex Smith, Program Quality Director

Seconded: Shane Cooper DTM, Area 4 Director

Motion carried.



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Motions on Notice

Motion 3 – Approving the 2025-26 District Communications Plan

Preamble:

TI requires that each year each District submit a District Communications Plan. The District Trio in conjunction with the District Public Relations Manager (Melanie Surplice) have created the 2025-26 District Communications Plan.

The draft 2025-26 District Communications Plan has been posted on the District 69 website.

Motion: "I, Melanie Surplice, District Public Relations Manager move that the draft 2025-26 District Communications Plan be recommended to the District Council for approval."

Moved: Melanie Surplice, District Public Relations Manager

Seconded: Shubi Chatterjee DTM, District Club Growth Director

Motion carried.

Motion 4 - Approving the 2025-26 District 69 Marketing Plan

Preamble:

TI requires that each District submit a District Marketing Plan. The District Trio in conjunction with the District Public Relations Manager (Melanie Surplice) have created the 2025-26 District Marketing Plan.

The draft 2025-26 District Marketing Plan has been posted on the District 69 website.

Motion: "I, Shubi Chatterjee, District Club Growth Director move that the draft 2025-26 District Marketing Plan be recommended to the District Council for approval."

Moved: Shubi Chatterjee DTM, District Club Growth Director

Seconded: Melanie Surplice, District Public Relations Manager

Motion carried.



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General Business

There was no general business.

Date of next meeting

District Director informed the date of the next District Council Meeting will be Sunday 28th September 2025 at 7pm.

Senior District Officers and Division Directors are reminded to update their written reports for the Council Meeting if necessary and they should be submitted to the District Administration Manager by Sunday 21st September

Closure of Meeting

District Director, Nicky Jurd DTM, officially closed the DEC (District 69 Executive Committee) Meeting at 7:19pm.