

Northern Beaches Toastmasters
Minutes - Executive Committee Meeting
7 April 2020 @ 7pm
Via Zoom Video Conferencing

ITEM

1. Present

Errol Byrnes – President/Treasurer; **David Tomlinson** – VP Education; **Luke Donabauer** – Sergeant-at-Arms / Immediate President; **Heather Rickard** – VP Public Relations; **Robyn Doyle** – Secretary.

Apologies: Deanna Morpurgo / Gail Goff – VP Membership.

Guest: **Sue Loucks**

2. Adoption of Minutes of Exec Committee Meeting on 10 September 2019 held at Dee Why RSL Club.

Motion – “That the minutes of the Executive Committee Meeting held on 10 September 2019 at the Dee Why RSL Club be adopted.”

Proposer – David Tomlinson.

Seconder – Heather Rickard.

Vote - Motion carried unanimously.

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2. Presidents Opening Remarks

Errol welcomed everyone to the meeting

3. Topics for Open Discussion

* The last meeting on 24th March 2020 was cancelled due to the Corona Virus.

* **Zoom as the video conferencing software was discussed by the committee.** There has been reported that there are security issues with Zoom. However, Zoom is aware of the security issues and working on solutions. It would appear that the recording of meetings by Zoom is a security issue but there is no intention at this time to record either club meetings or executive committee meetings. Members should ensure that they have anti-virus software, and it is up to date.

David brought up a concern regarding the evaluation of body language given the limitation of video conferencing. Robyn stated that we need to be flexible in the evaluations, and that it is a learning experience. Sue said it was a great learning opportunity for new technologies. Members may need to adjust their body language to take account of the new situation with video-conferencing. Heather mentioned that it's important to continue with the club's Toastmasters community. Luke stated that Zoom is the simplest and intuitive platform he has seen on the market.

The committee agreed that Zoom will be the video-conferencing platform going forward until the restriction on social distancing are lifted.

* **New Protocols for on-line meetings.** Sue presented a memorandum from Forestville TM Club which set out that club's experience with video conferencing, and protocols that need to be adopted to ensure smooth conduct of meetings.

Sue will prepare a summary of key points and protocols for the video meetings to be sent to members.

Errol mentioned that there was an option for members to phone-in to meetings through Zoom. Sue stated there was a problem with mobile phones as they move around. However, using landlines by members could be a solution.

Errol suggested that members could connect their PC's / Apple computers to TV's via HDMI to allow members to have a clearer view and have more information available.

David / Denise mentioned that they will be using the same internet user ID which may be a problem. Luke stated that Zoom works off email address and User ID's so it should not be a problem. Members could sit side by side.

*** How to help members not familiar with on-line meetings using Zoom. Was discussed.**

David mentioned that some members will not have confidence to use Zoom. Luke stated that District 90 website and Facebook has a lot of information on Zoom and videoconferencing.

Errol will forward any information via to members on Zoom from Toastmasters or other sources.

Luke stated that it's important to keep the dining culture of the club. David mentioned that members could order home take-away. Sue said it would be best that food be delivered before the meetings start at 7pm. Even just cheese and wine would suffice. The dinner break should be 15 minutes.

Robyn suggested a Round Robyn for members to state how life has changed with social distancing; what members have learnt; what members are doing to combat isolation etc.

*** Changes to the Agenda**

David to liaise with Sue on any changes that need to be made to the meeting agenda. This will be a learning experience.

Heather mentioned that the club need to manage visitors joining the meeting. Have a designated member to chat to visitors before the commencement of the meeting.

Luke suggested that a change to the meeting agenda could be a welcome section for guests at the beginning.

*** Expenditure for On-Line Meeting Software**

Errol stated that Zoom costs \$20.99 per month. The Exec. Committee should approve the expenditure for up to 6 months. The User ID / Password to be shared between the President and VP Education. Another member of the Executive Committee can have access to the User ID / Password if required.

Sue suggested that User ID holder / host should set up the meeting with the option that members can join before the host joins.

David suggested that we have a practice run a week before the next meeting i.e. 21 April 2020 to work out any problems of people joining the meeting etc. Errol to set up the practice meeting.

The following motions were out to the Exec. Committee meeting; -

Motion 1: -

“That NBTM purchase a Zoom account at \$AU20.99 per month for 6 months (or until no longer needed)”.

Proposer: - Heather Rickard

Seconder: - David Tomlinson

Vote - Motion carried unanimously

Motion 2: -

“That the President and at VPE hold the logon and password details for the account”.

Proposer: - Luke Donabauer

Seconder: - Robyn Doyle

Vote - Motion carried unanimously

Motion 3: -

“That the NBTM Executive Committee may choose to ask another member of the Exec. Committee to also hold the logon and password details for the Zoom account” (to be back-up to President and VPE if necessary).

Note: – The original motion detailed in the Agenda was changed from “to ask another club member” to “to ask another member of the Exec. Committee” as suggested by David.

Proposer: - David Tomlinson

Seconder: - Luke Donabauer

Vote - Motion carried unanimously

*** Chairman of the next meeting** – Sue Loucks volunteered to be the Chairman of the next meeting to be held on 28 April 2020.

*** Bendigo Bank Account** - Need a third active account signatories for the Bendigo Bank. Luke Donabauer volunteered to be the 3rd account signatory.

Motion 4

“That Luke Donabauer be authorised as an account signatory of the Northern Beaches Toastmasters Club Bendigo Bank (customer No. 186200210) accounts, the Statement Account A/C No. 633-000-128118858 and Debit Account A/C No. 633-000-128118882.”

Proposer: - David Tomlinson

Seconder: - Robyn Doyle

Vote - Motion carried unanimously

*** Semi-Annual Dues** - The club currently charges \$72 for members semi-annual dues to pay TM International US\$45 semi-annual fee. At the exchange rate of A\$1 = US\$0.60 the A\$ cost when paying in US\$ is \$75. Therefore, we lose A\$3 per member, and that’s based on the US\$0.60 exchange rate. At US\$0.55 then the club loses A\$9.80 per member. A flag that we will have to consider raising the semi-annuals due for the September 2020 semi-annual dues.

David stated that the incoming committee will need to address the issue regarding semi-annual dues.

* **Executive Committee** – the elections are in May 2020 and need to flag to members that roles are available.

Email to be sent to members by Errol about roles.

* **Pathways** – general discussion and update.

David mentioned that he sent an email to TI to request a 6 months extension for the completion of existing manuals. TI responded by stating that it is considering the request. David has 3 awards from the manuals that can be completed. Errol to follow-up with Area 8 Director – Adrian O.

If we need additional meetings for members to complete awards, then there should be no problem in additional meetings. Need to ascertain if a quorum is required at a meeting for a speech and evaluation to be recognised.

Heather said we can have catch up speeches through an express meeting. There is an opportunity to get up to speed in using Pathways.

4. **Executive Committee - Overview**

David Tomlinson – VP Education

Sue Loucks has 2 awards – ALB and Competent Leadership. Submitted on 3 April 2020 and confirmed by TI.

Jane Nisbett has completed Level 1 of Pathways.

Heather Rickard has completed Level 1 of Pathways.

Luke Donabauer has completed Level 3 of Pathways.

David mentioned that Pathways was easy to review the award system.

VP Membership: Deanna Morpurgo

Deanna provided a summary via email as set out below: -

In these unsettling times it is understandable that few inquiries have been passed on to me to follow through on.

There are however four I can make contact with once it is decided if our monthly meeting are to proceed via Zoom/ or/ internet?

Tiffany Joy Baxter attended our February meeting but due to work was unable to commit to March but asked to be informed of the April meeting. I feel she would be more than comfortable with internet meetings.

Noelle Sandinsky was in touch and very interested even though she couldn't commit to March, also feeling it would not go ahead. She has asked me to keep her in the loop if we are going via internet for the meetings.

Charles Salgado has attended two meetings previously and when I was in touch again in February he said he was still very interested in NBTC but had been extremely busy with workbut definitely wanted to start participating in Toastmasters on a regular and serious way.

The other is Martin Griffith who is an ex Toastmaster and his partner Michelle. He has responded in February and has asked to be informed of future meetings as they were going to be away for the February meeting.

As mentioned.....a quiet time with no new inquiries, but happy to touch base again with the above and any else I feel from the past inquiries may be interested....which I will do anyway to let them know of the clubs decision on how we are going to go forward.

VP Public Relations: - Heather Rickard

Heather mentioned that the use of the online environment may be an opportunity to obtain more guests.

Treasurer - Errol Byrnes

Please find attached the Monthly Reconciliation for the period to the 31 March 2020.

In addition, I have attached a cash flow summary for the periods 6 months to 31 December 2019 and 9 months to 31 March 2020.

A concise summary is set out below: -

	6 Months	9 Months
	31-Dec-19	31/3/2020
Bank Balance - 1 July 2019	\$ 2,411.25	\$ 2,411.25
Dinner Receipts	\$ 3,170.00	\$ 4,345.00
Dinner Cost	\$ 3,167.92	\$ 4,378.79
Net Cash Flow	\$ 2.08	-\$ 33.79
Semi-Annual Dues		
Semi-Annual Club Dues	\$ 1,370.00	\$ 2,246.00
Semi-Annual Club Dues	\$ 1,259.49	\$ 1,640.67
Net Cash Flow	\$ 110.51	\$ 605.33
New Members		
New Member Joining Dues	\$ 50.00	\$ 100.00
TI - New Member Payments	\$ 29.20	\$ 59.56
Net Cash Flow	\$ 20.80	\$ 40.44
Net Cash Flow	\$ 133.39	\$ 611.98
Other Expenses	\$ 427.65	\$ 548.00
Total Net Cash Flow	-\$ 294.26	\$ 63.98
Bank Balance - 31 March 2020	\$ 2,116.99	\$ 2,475.23

Commentary

- Net cash flow for dinners has been adversely affected by increased cost of dinners charged by venues. The club will need to look into increasing the charge to members from \$35 to \$40 when formal diners resume.
- The net cash flow from semi-annual dues, whilst shows a surplus of \$605 for the 9 months to 31 March 2020, has been adversely affected by the fall in the A\$ against the US\$.
- The \$605 surplus recorded to 31 March 2020 is due to timing - \$594 in semi-annual dues have been paid to TI in April 2020, and therefore the surplus would be only \$9.
- The club pays US\$45 to TI for the semi-annual fee which at the current exchange rate of around A\$1 = US\$0.60 equates to A\$75 against the club fee to members of \$72. The club will need to look at increase the semi-annual fee when they are next due in September 2020.
- The major cost has been webhosting of \$264 paid in Dec 2019. The club will not renew its PO Box No at the Dee Why Post Office saving around \$200 per annum.
- Currently, the club has A\$1,883.55 in its 2 bank accounts – Statement Account – A\$1,829.28 and Debit Account – A\$54.07 as at 7 April 2020.
- A total of 13 members out of 20 have renewed their membership as at 7 April 2020. One member has indicated they will no re-join making a total of 6 members outstanding. TI has extended the payment due date for semi-annual dues to 30 April 2020. Errol to follow-up with an email to members regarding renewing membership by 30 April 2020

5. Date and time of next meeting

Thursday 7 May 2020

6. Meeting closed at 8:30 pm.