

Northern Beaches Toastmasters
Minutes - Executive Committee Meeting
Tuesday, 9 June 2020 @ 7pm
Via Zoom Video Conferencing

ITEM

1. Present

Errol Byrnes – President/Treasurer; **David Tomlinson** – VP Education; **Luke Donabauer** – Sergeant-at-Arms / Immediate President; **Gail Goff** (assistant to VP Membership – Deanna Morpurgo); **Heather Rickard** – VP Public Relations.

Apologies: **Deanna Morpurgo** – VP Membership (report via email - attached); **Robyn Doyle** – Secretary.

2. Adoption of Minutes of Exec Committee Meeting on 12 May 2020 held via Zoom.

Motion – “That the minutes of the Executive Committee Meeting held on 12 May 2020 held via Zoom be adopted.”

Proposer – David Tomlinson.

Seconder – Gail Goff.

Vote - Motion carried unanimously.

2. Presidents Opening Remarks

Errol welcomed everyone to the meeting. Mentioned that Ricky Cavanagh was elected the Area 8 Director for 2020/21 replacing Adrian Oosthuizen.

3. Topics for Open Discussion

* **Club Meeting on 26 May 2020.** The last meeting of the club was conducted via online video conferencing software Zoom. The meeting was the 2nd using Zoom, and it went very well.

Word of the Day and the Grammarian role to be reintroduced given that there is enough time from the experience of past 2 meetings utilizing Zoom.

At the next meeting on 23 June 2020 the issue of returning to restaurants will be discussed considering the current situation with Corona Virus.

* **23 June 2020 – Handover Meeting.** Errol to ask either Adrian Oosthuizen or Ricky Cavanagh to confirm the election results and Discharge and Induct club officers at the next Area 8 Council meeting on 13 June 2020.

* **Club Awards for 2019/20** – The Executive Committee discussed nominees for the club awards. The following winners of the club awards were decided by the Executive Committee: -

Appreciation Award – Sue Loucks.

Mick Renvoize Award for Commitment – Errol Byrnes.

Toastmaster of the Year Award – Deanna Morpurgo.

* **Sergeant-at-Arms** – David stated that he has spoken to Brian Paull, and Brian has consented to be Sergeant-at-Arms for 2020/21.

* **Award Communication Track past 30 June 2020** – Errol will again bring to the notice of the Area 8 Council meeting on 13 June 2020 of the expunging of awards (except for DTM) under the traditional program when Pathways commences on 1 July 2020.

*** Bendigo Bank Account Signatory -**

The following motion was put to the meeting: -

Motion 1

“That **Luke Donabauer** be authorised as an account signatory of the Northern Beaches Toastmasters Club Bendigo Bank accounts (Customer No. 18620021): the Statement Account (Customer & Ledger No. 18620021/1601) Account No. 633-000-128118858 and Debit Account (Customer & Ledger No. 18620021/1602) Account No. 633-000-128118882, and be issued with the Business Debit Card No. 5192 4401 0240 4162 in lieu of current card holder, Errol E Byrnes.”

Moved By – Errol Byrnes – President / Treasurer.

Seconder – David Tomlinson – VP Education.

Vote- Carried Unanimously.

*** Access to Email and Retaining of Records.** Errol stated that he now has access to the club’s Gmail account. Errol has also set up the Google Drive for the retention of records. Errol has uploaded the Cash Books for 2016/17; 2017/18; 2018/19; and 2019/20 to Google Drive in addition to electronic copies of receipts paid for the same periods. Luke will also access Google Drive as a backup but will require permission to be given to access from his desktop computer. Errol will arrange to give Luke access.

*** Club distinguish club status** – Need an extra member to make 20 – Charles may join. Sue Loucks will finish a Pathway Level at next meeting on 23 June 2020.

*** Pathways – general discussion and update.** Some members have commenced Pathways and progress through several levels. Need to continue to encourage members to enroll on Pathways.

4. **Executive Committee – Overview Reports**

David Tomlinson – VP Education

David mentioned that that each Pathways Path has an icebreaker but not at each Level.

Members who have a speech at a meeting need to send their evaluation forms to the evaluators before the commencement of the meeting. Also, email the forms to the Chairman of the meeting.

VP Membership: Deanna Morpurgo

Deanna provided the report via email as set out below: -

Due once again I'm sure to the virus, inquiries are few and far between. But the good news is we still have some potential guests we may be able to convert into members.

Robbie Tall was a guest last month and I have sent him off an email to ask for his feedback of the meeting as well as advising the date of our June meeting. I will follow this through.

For the June meeting Vibica, who was a new inquiry last month and, is keen to attend this month....so hopefully she will be another new guest for June.

Also, Noelle couldn't make at the last minute due to another commitment the meeting last month, but has said she will be attending the June Meeting.

Tiffany due to pressure of starting up a new business in these unusual times is too stretched to take on Toastmasters at the moment but will come back to us when more relaxed and more settled with her business.

Charles I hope will be attending the June meeting and I feel it may be a good idea when touching base with him, reminding him of the date, and then if he is able to make the meeting, when sending the Agenda to also send him a Membership Applicationwith of course a few chosen words.

I also think we could do this with Noelle as I feel with her new business, she is quite keen to gain what she can from Toastmasters.

Rasti at the last minute didn't attend the last meeting, but I will follow through again this month.

A query came through from Trish Beath, which I responded to but had no reply.

Shall follow through again this month.

I spoke with Gail about perhaps sending through an application membership form as a follow up to guests after the 1st meeting that they have attended.....but I really think it is too early and we may seem to be putting pressure on them and I would prefer to wait and let them get a couple of meeting in first and start to be and feel comfortable with us and the concept of TM.

I know that's how I would feel and hence now the thought of the timing being right for Charles and Noelle.

Let me know your thoughts.

I am sure Gail having participated in the Zoom meetings will be able to add her thoughts and suggestions to my report and once again I would like to thank Gail for the tremendous support she gives to me AND how I know she looks after so well making welcome the guest we have. "Thank You Gail".

Deanna Morpurgo
VP Membership NBTC

Gail mentioned that Robbie Tall is a potential new member. He is starting his own business and needs experience in speaking.

VP Public Relations: Heather Rickard

Heather mentioned that the club needs to better utilize Facebook. Members should contribute to Facebook e.g. provide short snippets of speeches. Get more interactive with other Facebook groups.

David stated that the club needs to update its website. Link to Facebook from the club's website.

Treasurer - Errol Byrnes

* Errol provided a printout of the cashflow summary (attached) for the 11 months ended 31 May 2020. Key points:-

- Net Cash Flow from dinners was a negative \$143.79 including \$110 reimbursement to members for cancellation of the March 2020 meeting, and \$101.65 paid to Tex Mex restaurant as deposit for March 2020 meeting. Tex Mex has stated that it will honour the deposit when we next book the restaurant;
- Net Cash from Semi-Annual dues was a positive \$96.78 – negatively impacted by the lower A\$/US\$ exchange rate;
- Net Cash from new member was \$40.44. The club has 2 new members in 2019/20;
- Contest Fees paid for October 2019 and March 2020 contests was \$142;
- The Net Cash Flow before Other Expenses was negative \$148.57;
- Other expenses totalled \$442.38 with the largest expense being \$264 for web hosting; and \$114.38 for Debit Card fees;
- Total cash flow for the 11 months to 31 May 2020 was a negative \$590.95;
- Cash balances declined from \$2,411.25 as at 1 July 2019 to \$1,820.30 as at 31 May 2020.

5. Date and time of next meeting

Saturday 11 July 2020

6. Meeting closed at 8:10 pm.

Treasurer's Report – Statement of Cash Flows to 31 May 2020.

Cash Flow Statement		11 Months Ended 31 May 2020	
Opening Cash Balance - 1-7-2019			\$ 2,411.25
Cash Flow From Operations			
Dinner Cash Flow			
Club Dinner Receipts	\$ 4,345.00		
Club Dinner Cost	\$ 4,378.79		
Club Dinner Reimbursement - March 2020	\$ 110.00		
Net Cash Flow	-\$ 143.79	-\$ 143.79	
Semi-Annual Dues			
Semi-Annual Club Dues	\$ 2,750.00		
Semi-Annual Club Dues - TI Payments	\$ 2,653.22		
Net Cash Flow	\$ 96.78	\$ 96.78	
New Members			
New Member Joining Dues	\$ 100.00		
TI - New Member Payments	\$ 59.56		
Net Cash Flow	\$ 40.44	\$ 40.44	
Contest - Area 8 - Oct 2019 / March 2020			
Contest Fees	\$ -		
Contest Costs	\$ 142.00		
Net Cash Flow	-\$ 142.00	-\$ 142.00	
Net Cash Flow		-\$ 148.57	
Other Expenses			
Badges	\$ 28.00		
Other Dinner Costs	\$ -		
Manuals/Supplies/Trophics/Engraving	\$ 36.00		
Webhosting	\$ 264.00		
Post Box Renewal	\$ -		
Contests	\$ -		
Debit Card Fees	\$ 114.38		
Total Other Expenses	\$ 442.38	\$ 442.38	
Total Net Cash Flow		-\$ 590.95	
Closing Cash Balance - 31-05-2020			\$ 1,820.30
Closing Cash Balance As per Bank Statements (Plus \$56.2 Cash on Hand)		31/05/2020	\$ 1,820.30
Difference			\$ -

