



China Territorial Council (TC)  
Meeting Minutes  
April 15, 2005  
Shanghai, PRC

## Agenda

1. **Welcome from Hosting City**—Rebecca Hong, ATM-B—10:00-10:15  
Opening address and orientation to the Territorial Council (TC) Meeting
2. **Training: Education Plans**—Keith Ostergard, DTM—10:15-12:00  
How can each club serve its members and use the Distinguished Club Plan to create quality meetings.
3. **Lunch**—12:00-1:30  
Local Shanghai Cuisine!
4. **Encouragement from Hosting City**—Warwick J. Fahy, DTM—1:30-1:35  
Perspective from the hosting city on why Toastmasters is important to the life of China.
5. **Discussion on Territorial Council**—Samuel Jones, DTM—1:35-3:00  
Presentation of the events that have led TMI's decision to form at TC among the China Clubs. Open discussion from the point of view of all clubs on forming the Territorial Council.
6. **Break**—3:00-3:15
7. **Address from Hosting City**—Jean Lin, CTM—3:15-3:20  
Sharing about the growth of Toastmasters in Shanghai.
8. **Election**—Samuel Jones, DTM—3:20-4:45  
Open nominations. Anyone can run for any position! Nominations, Nomination Speeches, Candidate Speeches and Voting.

**Closing Address and For the Good of Toastmasters**—TC Chairman  
Elect—4:45-5:00

## **Meeting Minutes:**

Regarding the day, we had a very successful meeting. We had representatives from eleven paid clubs in attendance and two clubs that are in the process of forming. We conducted training on the Distinguished Club Plan. Attendees were shown how the officer team can work together using this as a blueprint to help their members achieve their individual goals and make their clubs stronger in the process.

Following our lunch, we began a round table discussion on the facts leading to the decision by the Board to grant TC status effective July 1. This was a robust session with a great deal of information sharing, thoughts and concerns being raised and addressed.

### **Discussion on Territorial Council**

Sam Jones DTM led the discussion on Territorial Council.

Sam gave us brief introduction about Territorial Council, normally when there are 20 clubs in a territory, the board of meeting to set up a "TC" when there is sufficient evidence that the number of clubs required will be in place by the effective date can grant the area. The main task of a "TC" is to support the club growth in the territory and organizing training for officers.

Sam shared his email communication with the president of the board about setting up China "TC" by July 1<sup>st</sup> of 2006.

Before the Election of the officers for the first China "TC", there were some discussion if we should do the voting today, or should delay it to a later stage, as some participants was not very clear about today's meeting goal, they thought it was just a meeting on information sharing on TC before coming to Shanghai for the meeting.

After over two hours of discussion, the question was raised as a motion on moving forward with the election with the three options that were being discussed and the body of officers agreed overwhelmingly to move forward with an election.

After discussion, majority members agreed that voting would proceed as planned, but the communication process should be improved next time. Three options were made from the floor:

1. To hold the election of top leaders for the TC (16 for, 2 against, 2 abstain)
2. If 1 did not pass, to elect temporary officers that would serve until all of the clubs could be represented and elect officers.
3. If 1 & 2 did not pass, to postpone the election; reschedule in a new location and give ample notification of meeting to clubs so all could attend.

Option 1 passed, and it was agreed that the election should be held.

Of the clubs present, one club representative did not have proxy documentation and could not vote and, of course, the clubs in the process of chartering were not permitted to vote; however, there was a quorum present, we were able to proceed with the election. We allowed all non-voting members to remain present during the election. The election was conducted following guidelines in the election materials we had received. Nominations were open to any member in good standing who had previously held the office of President in a Toastmasters Club. The following officers were elected:

Chairman - Warwick John Fahy, DTM (Shanghai Dynamic Mandarin Toastmasters Club #817728)

Vice Chairman for Education & Training - Keith Ostergard, DTM (Beijing #1 Toastmasters Club #6126 and TGIF Lenovo Toastmasters Club #878017)

Vice Chairman for Marketing - Victor Yu CTM (Shanghai Xujiahui Toastmasters Club #696722)

### **Election process details**

Total representatives of 9 clubs with 18 votes including proxy from other presidents or EVP who were unable to come today.

Sam Introduced the main job description of each role, then members start to nominate candidates.

- Chairman:

Erik Barnes was nominated by Karen Lim seconded by Grace Pan , but he did not accept the nomination. Warwick J Fahy was nominated by Grace Pan and seconded by Jean Lin, Jean gave 2 minutes nomination speech about Warwick, Warwick J Fahy was elected as Chairman of the TC.

- Vice Chairman of Education and Training

Keith Ostergard was nominated by Erik Barnes seconded by Rebecca Hong, Erik Barnes was nominated by Jean Lin seconded by Cheryl Siow, while Karen Lin was nominated by Victor Yu seconded by Keith.

However both Erik and Karen did not accept the nomination.

Keith Ostergard was elected as the Vice Chairman of Education & Training for TC.

- Vice Chairman of Marketing

Victor Yu was nominated by Cheryl Siew, Mark Pixley was nominated by Jennifer Zhan, Karen was nominated by Jean, Erik Barnes was nominated by Jean Lin, however, Mark, Karen, Erik did not accept the nomination, Victor Yu was elected the Vice Chairman of Marketing.

No appointments were made during the meeting for Public Relations Officer, Secretary, Treasurer or Area Governor positions. These will be decided in the coming weeks and all clubs will be notified of the appointments. (see below for role descriptions)

Our next full meeting of the Territorial Council was announced to occur on October 12-14 in Shanghai (during the International President's visit) and we have started discussions to have the Spring Meeting (and 2007-2008 election) in Shenzhen or Guangzhou (if the clubs there decide to not have the meeting it will be moved to Beijing). The overall effect of the day was excellent - Clubs and their officers were able to meet and share common concerns and issues and as a group decide the direction for the future.

On behalf of the clubs and newly elected officers, thank you for your support and for the support and advice of TIBOD member John Lau DTM. You have helped to guide our actions as we moved forward. We look forward to your continued support as we move forward to build a new and exciting chapter in the China Toastmasters history.

## You can help grow Toastmasters in China!

### Leadership positions:

Area Governors

Territorial Council : Public Relations Officer

Territorial Council : Secretary

Territorial Council : Treasurer

The Area Governor positions are appointed by the Chairman of the Territorial Council for a one year period (1 July 2006 to 30 June 2007) and work directly with the clubs in their areas to ensure that all clubs are meeting minimal standards and that all of their officers are trained.

The vast majority of the tasks of an Area Governor can be handled through email and phone calls, but visiting clubs is a portion of what needs to be done. Here is an overview of the responsibilities of an Area Governor:

- Represent the TC Executive team with area clubs
- Focus on membership growth and educational achievements of clubs in your area.
- Motivate and assist each club to be a Distinguished Club.
- Make at least two visits to each club during the year and complete a club visit report. (One copy to club president, one copy to TC Chairman; At least 2 of the 3 clubs must be visited in each periods and all clubs visited at least once.)
- Make presentations to clubs during visits on topics such as Distinguished Club Program, New Communication & Leadership Tracks, Membership Growth, Evaluation technique.
- Ensure that each club understands that you are there to help them help their members in achieving their goals.
- Provide club officers with officer training or ensure their attendance at TC sponsored officer training.
- Ensure clubs renew memberships on time and no clubs are lost during the year.
- With the assistance of the TC Leadership Team, identify and build at least one new club in your area.
- Hold at least one Area Council meeting (club presidents and VPE are members of the Area Council) each semiannual period.
- Conduct Area Speech Contests as supported by TC contests.
- Attend and participate in Territorial Council meetings (usually, semiannually)

If you are interested in serving as an Area Governor for your region, please let me know as soon as possible so your name can be submitted to the TC for consideration.

## Territorial Council : Public Relations Officer (open for nominations)

### Mission/Purpose

Works under the direction of the Chairman. Helps maintain communication between the TC and its members and works to increase public awareness of Toastmasters International through the media. The Public Relations Officer prepares a public relations program designed to achieve goals for membership growth, Club growth and educational achievements in Clubs and achievement in the Distinguished Club Program. Promotes TC Conferences and leadership training opportunities within the TC.

### Qualifications

This officer serves in a staff position under the direction of the Chairman and must be a member in good standing of a Toastmasters Club in good standing.

## Territorial Council : Secretary (open for nominations)

### Mission/Purpose

Helps TC function effectively and achieve its Mission by recording and maintaining accurate minutes of TC Council, Executive Committee, and other meetings. Serves as custodian of District Administrative Bylaws and policies.

### Qualifications

Should be a reliable, prompt, well-organized Toastmaster who can accurately record meeting actions. Should have access to facilities for word processing and reproduction of materials.

## Territorial Council : Treasurer (open for nominations)

### Mission/Purpose

Establishes and maintains effective fiscal management of the TC. Promotes the growth of Toastmasters by providing sound fiscal guidance to the TC. Produces monthly reports reflecting the TC 's financial status and ensures that expenditures remain within the budget approved by the TC Council. Ensures that the TC maintains the financial controls established by Toastmasters International.

### Qualifications

Should have accounting experience and understand basic bookkeeping practices.

I strongly encourage you to take this next step in your development as a Toastmasters leader.

With respect,

Warwick J Fahy DTM  
Chairman-elect

## Territorial Council : Chairman (Warwick J Fahy DTM)

### Mission/Purpose

As the TC's chief executive officer, directs the TC in a way which fosters strong Clubs; produces maximum growth in education completions, Club and membership; and is consistent with the interests of members of Toastmasters International.

Responsible for motivating the TC to achieve Distinguished District. Achieves the Mission of the TC in a manner which motivates volunteer leaders and promotes a standard of excellence in all TC activities.

### Qualifications.

At the time of taking office, the Chairman shall have served at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Lt. Governor or Division Governor or a combination thereof. *{second condition waived as we do not have a full district yet}*

## Territorial Council : Vice-Chairman Education and Training (Keith Ostergard DTM)

### Mission/Purpose

Under the guidance of the Chairman, strives to have every Club and each member reap the benefits of the Toastmasters educational program and to have every Club become a Distinguished Club. Responsible for achieving Distinguished District goals for CTMs, ATMs, and Distinguished Clubs. Provides direction and counsel to Area Governors, and Club officers on the educational opportunities in Toastmasters.

Responsible for the design and conduct of successful District training programs, conferences, and other District educational events.

### Qualifications

The Vice-Chairman Education and Training shall have served at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Lt. Governor, Division Governor, or an Area Governor, or a combination thereof. *{second condition waived as we do not have a full district yet}*

## Territorial Council : Vice-Chairman Marketing (Victor Yu CTM)

### Mission/Purpose

Under guidance of the Chairman makes the benefits of Toastmasters membership available to greater numbers of people. Plans, develops, implements, and directs short-term and long-term District marketing objectives. Develops and directs programs for new Club development, Club rescue efforts, Club membership promotion, and membership retention. Responsible for achieving Distinguished District goals for membership and Club Growth. Promotes standards of service to the member and to the Club.

### Qualifications

The Vice-Chairman Marketing shall have served for at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Lt. Governor, a Division Governor, or as an Area Governor, or a combination thereof. *{second condition waived as we do not have a full district yet}*