



Agenda

for our meeting on **Tuesday, 25-Feb-2020**

Time	Mins	Activities	Contributor	Position	
7.30	1	Open meeting, Introd guests, Club Mission	SAA		Frank
7.31	3	Chairman's Welcome	Sue	Chairman	
7.34	1	Apologies			
7.35	1	Confirm agenda	Sue	DP Education	
7.36	2	Toast	Rebecca		
7.38	10	Round Robin	Sue	Chairman	
7.48	7	Joke session	Sarah	Jokes Master	
7.55	2	Business session*	Sue	Chairman	
7.57	23	Table Topics	Ross	Topics Master	
8.20	5	Odd Evaluator	Anita	Evaluator - odd	
8.25	5	Even Evaluator	Don H	Evaluator - even	
8.35	10	Break			
8.40	32	Prepared Speeches	Gemma	Toastmaster	
		First Speaker: Ian		(3 mins) Evaluator 1: Joan	
		Second Speaker: Teresa		(3 mins) Evaluator 2: Rebecca	
		Third Speaker: Sarah		(3 mins) Evaluator 3: Ken	
		Fourth Speaker: Anne		(3 mins) Evaluator4: Frank	
9.12	3	Grammarian/Umms & Aahs	Don H		
9.15	2	Timer	Helen		
9.17	8	Master evaluator	Aaron		
9.25	2	Visitors' comments	Visitors		
9.27	3	Next meeting agenda	Anthony	DP Education	
9.30		- Declare meeting closed -	Sue	Next Meeting: Tuesday, 10-Mar-2020	

Visitors:

* BUSINESS SECTION ORDER

- Minutes of last Exec meeting
- Matters arising
- Reports from Exec members
- Inwards correspondence
- Outwards correspondence

ACRONYMS

- VPE: Vice-President Education
VPM: Vice-President Membership
VPPR: Vice-President Public Relations
SAA: Sergeant-At-Arms

CLUB EXECUTIVE

- President Anita Matic
VPE Anthony Allison
VPM Rebecca Ruiz
VPPR Sue Allison
Treasurer Ken Nelson
Secretary Helen Carroll
SAA Frank Jordan

COMING EVENTS

Sunday, Feb 23 - Advanced Club Leadership Training at Bankstown Sports Club
Pathways assistance (first Sat after the first meeting of month): Sat Mar 14 at 1:00pm @ Oatley RSL.

Timing Policy

To encourage the personal and competition discipline of keeping to allocated speaking time and to ensure our meetings finish on time, the timekeeper will press the buzzer when the red light comes on and will start leading the applause 30 seconds later for all timed speeches and evaluations.

	Speaker	Ums & Ahs	Table Topic time	Speech time
1	Aaron Ung			
2	Agnes Yong ACS			
3	Anita Matic CC, CL			
4	Anne Pesce			
5	Anthony Allison			
6	Don Heap			
7	Don Toope			
8	Frank Jordan DTM			
9	Gemma Larkins			
10	Helen Carroll			
11	Ian McGregor			
12	Joan Henriques ACS, CL			
13	Ken Nelson			
14	Rebecca Ruiz DTM			
15	Ross Hayes ACB			
16	Sarah Susac			
17	Sue Allison			
18	Teresa Lau			
19	Tony Moore			

