|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Mins | Activities | Contributor | Position |  |
| 7.15 | Arrival | |  |  |  |
| 7.30 | 1 | Open meeting, Introd guests, Club Mission | | SAA |  |
| 7.31 | 3 | Chairman’s Welcome | Rebecca | Chairman |  |
| 7.34 | 1 | Apologies |  | | |
| 7.35 | 1 | Confirm agenda | Ken | VP Education |  |
| 7.36 | 2 | Toast | Don H |  |  |
| 7.38 | 10 | Round Robin | Rebecca | Chairman |  |
| 7.48 | 4 | Joke session | All |  |  |
| 7.52 | 5 | Business session\* | Rebecca | Chairman |  |
| 7.57 | 15 | Table Topics (max. 6 TTs) | Lucas | Table Topics Master |  |
| 8.17 | 4 | Odd Evaluator | Con | Evaluator - odd |  |
| 8.21 | 4 | Even Evaluator | Aaron | Evaluator - even |  |
| **8.25** | **10** | **Break** |  |  |  |
| 8.35 | 20 | Prepared Speeches | Ross | Toastmaster |  |
|  |  | First Speaker: | Walter | (3 mins) Evaluator Rebecca |  |
|  |  | Second Speaker: | Ken | (3 mins) Evaluator Frank |  |
|  |  | Third speaker: | Agnes | (3 mins) Evaluator Don HFrank |  |
| 9.12 | 3 | Grammarian/Umms & Aahs | Anita |  |  |
| 9.15 | 2 | Timer | Don T |  |  |
| 9.17 | 8 | Master Evaluator | Ian |  |  |
| 9.25 | 2 | Visitors’ comments | Visitors |  |  |
| 9.27 | 5 | Next meeting agenda | Ken |  |  |
| 9.30 |  | - Declare meeting closed - | Frank | **Next Meeting: Tuesday, 09/04/24** |  |
|  |  |  |  | | |

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| \* BUSINESS SECTION ORDER   1. Minutes of last Exec meeting 2. Matters arising 3. Reports from Exec members 4. Inwards correspondence 5. Outwards correspondence | **ACRONYMS**  VPE: Vice-President Education  VPM: Vice-President Membership  VPPR: Vice-President Public Relations  SAA: Sergeant-At-Arms | CLUB EXECUTIVE  President Aaron Ung  VPE Ken Nelson  VPM Ross Hayes  VPPR Frank Jordan  Treasurer Frank Jordan  Secretary Rebecca Ruiz  SAA Don Heap |
| COMING EVENTS |  |  |
|  | | |

**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 | Alan Peters |  |  |  |
| 4 | Anita Matic CC, CL |  |  |  |
| 5 | Con Menictas DTM |  |  |  |
| 6 | Don Heap |  |  |  |
| 7 | Don Toope |  |  |  |
| 8 | Frank Jordan DTM |  |  |  |
| 9 | Gem Pangaldan |  |  |  |
| 10 | Ian McGregor |  |  |  |
| 11 | Ken Nelson |  |  |  |
| 12 | Kesaia Takau |  |  |  |
| 13 | Lucas Hazelton |  |  |  |
| 14 | Oyelola Oyetunji |  |  |  |
| 15 | Pedja Ilic |  |  |  |
| 16 | Rebecca Ruiz DTM |  |  |  |
| 17 | Ross Hayes DTM |  |  |  |
| 18 | Sarah Susac |  |  |  |
| 19 | Walter Glaser |  |  |  |