

NORTHERN BEACHES TOASTMASTERS CLUB

Moving forward, getting ahead

CLUB EXECUTIVE COMMITTEE MEETING #2

Tuesday 12th January 7.00 pm Dee Why RSL Club

Item #	Item	Discussion (action in red)
1	Attendance	Sue Loucks, Errol Byrnes (left early), Sharon Austin, Jan Vecchio, Brian Paull
2	Apologies	
3	Resignation	Errol advised that he was resigning from his role as VPE and as a member of the club.
4	Previous minutes	<ul style="list-style-type: none"> • SAA role – ongoing per minutes • Treasurer – financial records up to date – ongoing per minutes • Secretary – minutes up to date – ongoing per minutes • VPPR – PR campaign presented to club members – promotion underway with Doyle Spillane – ongoing promotion • VPM – guest packs in stock – magazines in stock – ongoing membership campaigning • VPE – using assignment tracker to follow progress of members – Chairman roster distributed - Errol to devise a table showing members name, award being worked towards and how many speeches have been completed to appear on the back of each agenda. To get this started send a blank schedule to all requesting they fill it in - ongoing education duties. • <i>Jan to visit the bank and arrange for an ID and dongle for Errol – not required.</i> • <i>Errol to send Sharon a copy of the article in Manly Daily featuring Pauline Gilchrist – done.</i> • <i>Errol to send details of recently completed CC award to Jan for lodging with WHQ – done.</i> • <i>Errol to ask Kathy, Reg, Steve and Denise if they are likely to achieve a CC award this year – done.</i> • <i>Jan to follow up dues renewal with Francis – done -not renewing.</i> • <i>Errol to ask Kathy and Reg if they will conduct or assist with, the course – done</i> • <i>Sue to put the information on the D90 website – done.</i> • <i>Jan to send Sharon the details of the DYRSL banner – done.</i> • <i>Sue to source some quotes for the banner – done.</i> • <i>Sue to send AD CVP to members of the CEC - done</i> • <i>Errol to contact Steve and Beverley to ask what food is planned plus other items like plates, cutlery, glasses -done.</i>
5	Executive Roles	<p>SAA –</p> <ul style="list-style-type: none"> • Sharon to take over SAA equipment for speechcraft – return to SAA at the March meeting. <p>Treasurer –</p>

		<ul style="list-style-type: none"> • presented a spreadsheet of monthly income and outgoings for the club – noted that we have collected \$2,478 in meeting costs and expended \$2,103; the amount collected in dues was \$816.00 and paid to WHQ \$1,045.50. • Jan to put a motion forward at the January club meeting to increase the dues to \$54. There is no need to increase the joining fee – currently at \$50.00. • Started the year with cash of \$2,751.02 and now have \$2,454.91 – overspend on dues and purchase of a promotional banner are the main reasons for the deficit. • Overall, the club is in a good financial situation. • Noted that the banner was put up by Luke, Errol, Sharon and Jan. Banner to be taken down on 15th January at 4 pm and taken to Pittwater/Condamine for display. <p>Secretary –</p> <ul style="list-style-type: none"> • Minutes are up to date. • Correspondence includes a congratulatory letter from the Hawkesbury Division Director - congratulating the club on 12 years; email from WHQ to advise of the new design for the membership form; email from Warringah Council relating the rules and regulations re hanging the banner. <p>VPPR –</p> <ul style="list-style-type: none"> • Promoting in the Manly Daily, Pittwater Life – regular entries. • Invited Rob Bennett (Manly Daily) to attend a meeting. • Minutes and monthly newsletters have been uploaded to the website – everything is up to date. • FB group has moved from 78 to 85 • Twitter has moved from 93 to 123. <p>VPM –</p> <ul style="list-style-type: none"> • 3 visitors at the December meeting – Mandy, Jen and Carol • Mandy will be attending the January meeting with her husband Ellis – Jen is not likely to return and have not heard from Carol. • A past member from Warringah Mall has expressed interest in attending. <p>VPE –</p> <ul style="list-style-type: none"> • The vacancy in this role will be announced at the meeting in January and the election will take place at the February meeting. • Sue will look after the VPE until the election. <p>President –</p> <ul style="list-style-type: none"> • Club will be distinguished or better by the end of June • Currently have 19 members – expect to have 20 by 30th June. • Need to think about succession planning and who will be on the CEC in 2016-2017.
6	Fee increase	Refer Treasurer's report.
7	DCP and CSP	<p>President –</p> <ul style="list-style-type: none"> • Club currently has 4 goals complete. • Likely to achieve another 2 Advanced Communicator awards – not likely to achieve another 2 CC awards.

		<ul style="list-style-type: none"> • CEC members are required to attend Club Leadership Training – Sharon is likely to attend on 4th February at DYRSL, Sue at Mosman on 10th February and Jan will attend D70 training in February.
8	Speechcraft	<p>All –</p> <ul style="list-style-type: none"> • Speechcrafters will be attending club meetings in February and March. • One person has paid – another 2 are interested but have not paid – require a minimum of 4 to attend to make it financially viable. • Jan gave 8 x Workbooks and 10 x Certificates to Sue. • Reg will also donate Workbooks. • Dale Rees-Bevan is unable to present an educational on evaluations – Sue to check with Gerard Barwell or Debbie Tibbles for their availability. • Speechcraft material (Assignment Guide and Speech Support Material) has been purchased from TSA. • Megan Ash will be attending in Week 1 to present on Impromptu Speaking – will require a data projector – Jan to bring her laptop. • Sally Morton, Sharon, Denise, David and June are all involved – June will be presenting the demonstration Ice-Breaker (2-3 minutes). • Sharon and Sue will put together the Speechcraft Kits before 9th February.
9	Annual Conference	First weekend in May – most likely at Rooty Hill RSL – Jan will be attending.
10	Other Business	Jan to check new venue for Noorpuri.
11	Next meeting	Not confirmed

Secretary *Jan Vecchio*

Chairman *Sue Loucks*