

# NORTHERN BEACHES TOASTMASTERS CLUB

*Moving forward, getting ahead*

## CLUB EXECUTIVE COMMITTEE MEETING #3

Tuesday 3<sup>rd</sup> May 6.45 pm Dee Why RSL Club

Item #	Item	Discussion (action in red)
1	Attendance	Sue Loucks, Luke Donabauer Sharon Austin, Jan Vecchio + Errol Byrnes (Incoming Treasurer)
2	Apologies	
3	Welcome	Sue Loucks – thanked everyone for attending – good to have 7 nominations for the coming year so there will be no doubling up with roles – noted that Sharon was in the role of President for the first time and that there are other first-timers on the CEC – President, VPE and VPM represent the club at the Area Council and the President and VPE represent the club at the District Council.
4	Previous minutes	<ul style="list-style-type: none"> <li>• SAA role – ongoing per minutes</li> <li>• Treasurer – financial records up to date – ongoing per minutes</li> <li>• Secretary – minutes up to date – ongoing per minutes</li> <li>• VPPR – PR campaign presented to club members – promotion underway with Doyle Spillane – ongoing promotion</li> <li>• VPM – guest packs in stock – magazines in stock – ongoing membership campaigning</li> <li>• VPE – using assignment tracker to follow progress of members - ongoing education duties.</li> <li>• <i>Jan to put a motion forward at the January club meeting to increase the dues to \$54 – done</i></li> <li>• <i>Banner to be taken down on 15<sup>th</sup> January at 4 pm and taken to Pittwater/Condamine for display -done</i></li> <li>• <i>Sue to check with Gerard Barwell or Debbie Tibbles for their availability -done</i></li> <li>• <i>Jan to bring her laptop to Speechcraft - done</i></li> <li>• <b>Jan to check new venue for Noorpuri.</b></li> </ul>
5	Executive Roles	<p>SAA – absent – no report</p> <p>Treasurer –</p> <ul style="list-style-type: none"> <li>• Balance in the main bank account to date is \$3,437.70 – includes \$200 accidentally banked into the wrong account by Luke – this has been refunded to Luke – the correct balance is \$3,237.70</li> <li>• Balance in the debit card account to date is \$230.16</li> </ul>

- Cash on hand is \$53.20
- Began the year with \$2,751.02 (bank and cash on hand) and now have \$3,524.06 – a net surplus of \$773.04
- Net surplus on meeting costs of \$501.70 – allows us to spend a little more for special events such as the Changeover Dinner.
- Speechcraft netted \$1,587.00
- 19 members have renewed to date – Beverley has resigned but will still attend meetings with Steve and Keren is yet to renew.
- October dues will have to increase to equate with new dues of \$US 45 – at this stage \$66 is the likely new Club Dues – this will have to be put to the members for voting and the Secretary will update the Club By-Laws in Club Central.
- Dues increase is a change to Club By-laws and must be announced at the meeting prior to when the motion will be put -i.e. announce in July, motion in August, pay in September.
- Decided to leave the meeting dues at \$32.

Secretary –

- Minutes are up to date.
- No correspondence other than bank statements.
- Club By-Laws are up to date.
- President to submit Club Officer List after the elections in May.

VPPR –

- Promoting in the Manly Daily, Pittwater Life – regular entries.
- Minutes and monthly newsletters have been uploaded to the website – everything is up to date.
- FB group has moved from 85 to 87
- Twitter has moved from 123 to 160
- Will transfer promotional material to Steve (incoming VPPR).
- Sharon will continue with Twitter and Face Book.
- Steve to do the Newsletter – perhaps quarterly – and continue reviews with Trip Advisor.

VPM –

- Susan Watson (Speechcrafter) will be our first new member in July - apology until then.
- Proposal earlier in the year was to have 4 new members in this year – we have 4 new members – Luke, Talal, June and Michael 😊
- 21 visitors have attended the club.
- Alison Lavick – past member – may visit the club in May -along with other people who have made enquiries and/or attended previous meetings.
- Consider an item on the agenda “My Toastmasters Journey” as an inspiration to convert guests to members.
- Will pass all information to Talal (incoming VPM)
- New Welcome Certificates have been ordered.

		<p>VPE –</p> <ul style="list-style-type: none"> <li>• Working on establishing a table to determine assignments to be completed in the CL manual – will correlate data received from members.</li> <li>• To get access to Club Central to submit educational awards.</li> <li>• Luke not been receiving evaluations for all meeting assignments – to bring CL manual to all meetings – remind ALL members at the beginning of the meeting to exchange manuals.</li> <li>• Playing with the agenda and trying new formats such as having the speech evaluations after the meal break.</li> <li>• Need to ‘pad’ the agenda with extra time to allow for introductions during the meeting.</li> <li>• Will ask members for requests for roles.</li> <li>• Advanced Communicator award by Sue to be held over for lodgment in the new year.</li> <li>• Humorous Speech and Table Topics Contests to be held in August – Luke and Sue will work on this - both Sharon and Jan are apologies for the August meeting.</li> </ul> <p>President –</p> <ul style="list-style-type: none"> <li>• Club has achieved 7 goals in the Distinguished Club Program – must meet membership of 20 to be distinguished -this will happen – at the moment we need 1 more members – the base is 20 – lost some members and gained 4 – currently 19 financial members.</li> <li>• Important for all new CEC members to understand their roles.</li> <li>• Club Leadership Training is expected to be in June at various locations – can attend weekends or evenings or shorter training sessions in Sydney CBD -all club officers should attend CLT – it is good if the CEC members can attend together.</li> <li>• Did what we said we would do in the Club Success Plan, which was formulated earlier in the year.</li> <li>• Disappointing that the club has not held contests for a couple of years – contests are an important part of the program.</li> <li>• Good team for the coming year – Brian is continuing as SAA – Steve has been on the CEC and is familiar with the processes – Talal is completely new and enthusiastic.</li> </ul>
6	Other Business	<ul style="list-style-type: none"> <li>• Toastmasters is not for promoting your own business and membership lists cannot be used for any purpose other than Club/Toastmasters business.</li> <li>• Need to check the brand portal on the Toastmasters International website to ensure that we are compliant.</li> <li>• Sue is an apology for the May meeting.</li> <li>• Denise is the Chairman for the Changeover Meeting – suggest a suitable venue would be a private room at Club Totem – we have extra funds which can be used to cover the room hire.</li> <li>• Special awards – Toastmaster of the Year, Mick Renvoize Award for Commitment and Appreciation Award – last year these were awarded to</li> </ul>

		Sharon, Steve and Sue – perpetual trophies to be rounded up, and returned for engraving along with the President’s plaque. <ul style="list-style-type: none"><li>• Purchase 2 pins – President and Past President.</li></ul>
7	Next meeting	Not confirmed -to be decided by Sue/Sharon.

Secretary *Jan Vecchio*

Chairman *Sue Loucks*