

Northern Beaches Toastmasters Executive Meeting 5 July 2016

No	Item	Actions
1	<p>Present Sharon Austin, Luke Donabaeur, Talal Rossi, Steve Barber, Sue Loucks, Errol Byrnes</p> <p>Apologies: Brian Paull</p>	
2	<p>Minutes of Last Meeting</p> <p>Outstanding: Venues: Noor Pouri - have moved - still OK to use. Talal suggested we needed to be more mindful of the room. Sharon suggested that future exec meetings be held in small restaurants to test them out - Luke suggested the small Nepalese on Pittwater Road.</p> <p>Dues: TI US is putting up membership renewals to US\$45 at the current exchange range that is around A\$60 - suggestion is to put up to a minimum of A\$66 - with possibility of needing to increase again. Meeting agreed to suggest A\$72 - with a fall back position of \$A66.</p>	<p>Future exec meetings to be at held at restaurants as tests for meetings - all to try to source new venues</p> <p>Next Exec Mtg at Nepalese</p> <p>Errol to propose fee increase to A\$72 at July meeting. Fall back position is AU\$66</p>
3	<p>Roles Discussion:</p> <p>President: Sharon's name is still on website, happy to leave it there while Talal is up-skilled. Email enquiries go to NBTM@gmail.com which goes to Sharon – she will give entire exec access to this email. Sharon distributed the following materials:</p> <ul style="list-style-type: none"> a. 4 spare CC manuals & 3 CL Manuals to VPE b. 7 X Expanding Your Horizons to VPE c. 10 Membership Certificates to VPM d. 5 X What's in it For You manuals in Visitors Packs to VPM e. 44 X Toastmasters at Work promotional flyers to VPPR f. Assorted bookmarks and Mentor information to VPM g. Guest Book to VPM h. File on voting in and inducting new members and the 	<p>Sharon to give entire exec access to enquiries email</p>

	<p>template for Membership Certificate, membership list with list of mentors, emails and birthdays to VPM</p> <p>i. Membership Application form (needs to be updated again once price changes) and welcome letter and a promotion letter all to VPM</p> <p>VPE: Luke is continuing in his role – will use record posters Sharon had provided to assist in filling agendas – meeting member and DCP needs. Trying to work up to 3 agendas in advance</p> <p>VPM: Talal will read up on all the information Sharon provided and will continue to contact previous guests</p> <p>VPPR: Steve has the newsletter underway – to go out in the month following each meeting – Sharon will assist with loading the first onto the website.</p> <p>Secretary: Sue will take all minutes – distribute to Sharon for checking before sending to members. Checks post.</p> <p>Treasurer: Errol will get the final handover from Jan. Orders manuals and badges for new members.</p>	
<p>4</p>	<p>Yearly Plan – draft attached</p> <p>A Allocate Chairman – Luke has already allocated chairman for the year on the yearly planner. Sue is July Chair – meeting will be at Bored Monkey with the theme “Make ‘em Laugh”. Reg is August Chair for the contest – suggest venue Thup Tim Siam as it has a room.</p> <p>B Plot holidays for Exec (Sharon absent August & November, Steve in September and Sue in October.</p> <p>C Speechcraft dates – suggest start end Jan or beginning Feb. David might be willing to be Coordinator (if not Sue will). Sue, Sharon, Luke and Errol all happy to assist.</p> <p>D Plot educational system and potential speakers. Sharon wants to do a couple of educationals.</p> <p>E Aim to plot speakers for the year by the 3rd exec mtg. NB: Steve is working on a new CC.</p>	<p>Luke will email to all members with the list of chairs to confirm availability.</p> <p>Sharon to check with David</p>
<p>5</p>	<p>Club Success Plan – previous draft attached</p> <p>Sharon will draft up the CSP for 2016/17 and distribute to all for comment.</p>	<p>Sharon to draft and distribute</p>

	<p>DCP thoughts are: 4 x CC - Luke, Michael, June & Talal (Sue if needed) 2 x ACB - Sue, Sharon, Deanna 2 x CL - Sue (CL), Sharon (CLB) 8 new mbrs: Susan Watson, Tanuja West to start.</p> <p>Training: All bar Sue can train first session; need min of 4 at second session.</p>	
6	<p>Any other business Contest: Open to all. David, Steve, Sue advised they'd compete. Need some more.</p>	
7	<p>Next meeting: Tuesday 18 October at Nepalese Rest Himalayan Gurkhas, Shop 2, 657 Pittwater Rd Dee Why. 7pm.</p>	

2

Action:

Action: Errol will put out an email to members before the meeting so that they are prepared to vote - Luke will schedule 5 mins for Errol to run this section and pass the motion at the next meeting.

3 Discussion of Roles:

a. President

Sharon's name is still on the website - happy to keep it there while Talal learns. email enquirers currently go to NBTM@gmail.com which goes to Sharon. She will give the entire exec access to this email.

Action: Sharon to grant access to exec team to this email account

b. VPE

c. VPM

d. VPPR

Newsletter - Steve has it underway - to go out in the month following each meeting - Sharon will assist with loading the first on onto website.

e. Secretary

Checks post

f. Treasurer

Orders manuals for new members and badges

g. SAA

3 Distribution of Materials

- a. 4 spare CC manuals & 3 CL Manuals to VPE
- b. 7 X Expanding Your Horizons to VPE
- c. 10 Membership Certificates to VPM
- d. 5 X What's in it For You manuals in Visitors Packs to VPM
- e. 44 X Toastmasters at Work promotional flyers for VPPR
- f. Assorted bookmarks and Mentor information to VPM
- g. Guest Book to VPM
- h. File on voting in and inducting new members and the template for Membership

Certificate, membership list with list of mentors, emails and birthdays. Membership Application form (needs to be updated again once price changes) and welcome letter and a promotion letter.

4 Yearly Plan - draft attached

a. Allocate Chairman - Luke has already allocated Chairman for the year on the yearly planner -- ACTION. Luke will email all. Members with the list of chairs to confirm availability.

Sue: Chair July meeting - at Bored Monkey with theme "Make 'em Laugh"

Reg: Chair August Contest meeting - at Thup Tim Siam (as have a room)

b. Plot holidays- Sharon absent August & November; Steve away September; Sue away October

c. Speechcraft dates - team - Front man = Sue with Sharon, Luke and Errol - to look to end Jan or beginning Feb start. Sue to train up

d. Plot educational system and potential speakers

e. Aim to plot speakers for the year by the 3rd executive meeting

NB". Steve working on a new CC

5 Club Success Plan - draft attached

4 X cc. - Luke Michael June Talal (Sue as back up)

2 X AC - Sue Sharon Deanna

2 X CLALB. - Sharon & Sue

6 Any other business

7 Date and time of next meeting

Tuesday 18 October at Nepalese Restaurant Himalayan Gurkhas , shop 2, 657 Pittwater Road
Dee Why