



NORTHERN BEACHES TOASTMASTERS CLUB EXECUTIVE MEETING MINUTES

Club No: 609136 Area 8 Hawkesbury Division District 90

Date: Sunday 13th September 2020

Location: Cobb St, Frenchs Forest

Time started: 1.24pm

Present: David Tomlinson, Sue Loucks, Gail Goff, Errol Byrnes, Heather Rickard, Steve Barber

Apologies: Deanna Morpurgo, Luke Donabauer, Brian Paull

Apologies approved, moved by Gail, seconded by Sue

Approved minutes of the last executive meeting 15/08/20: Errol - proposed and Heather - seconded.

Matters arising: Sept meeting host Heather, theme; “Spring Forward”

Adoption of various reports;

President; Report supplied page 2

VP Education; Report supplied page 3

VP Membership & Assistant; Report supplied pages 4 & 5

VP Public Relations; Report supplied page 7

Secretary; Report supplied page 6

Treasurer; Report supplied via President page 7

Sgt at Arms; Apology

VP Systems & Procedures; Report supplied page 8

PRESIDENTS REPORT FOR EXECUTIVE MEETING 15/08/2020

When I presented my Incoming Presidents Speech at the Changeover Meeting in June, I set four basic foundations for our ongoing success this year.

1. The successful delivery of Our Product/Service.
2. Effective Sales and Marketing.
3. Efficient Finance and Administration.
4. Documentation of our Systems and Procedures.

We have made a fantastic start towards implementing these foundations with all Executive Members enthusiastically adopting their roles and implementing new initiatives.

I am sure there will be more for discussion at this meeting.

I sometimes feel like you are leading me and find myself thinking; "there they go and I must follow, for I am their leader"

When I attended the Area Council Meeting last month it was clear that we are leading the way and setting standards that other clubs seek to emulate.

Thank you all for making my job so enjoyable and exciting as we create a club not only for ourselves and our members but also for the future.

David Tomlinson
Club President

Northern Beaches Toastmasters Club

Executive Committee Meeting

13 September 2020

VP – Education Report

- Meeting Agenda for the last meeting held on 23 August 2020 was slightly altered to reduced time elapsed between Table Topic questions and Table Topic Evaluations – seem to improve the timing between the questions and answers.
- A feedback point was that the dinner break was too long at 20 mins. Reduce the dinner break to 10 minutes for next meeting.
- Working on the Agenda for the next meeting to be held on the 22nd September 2020. Have 4 potential speakers, Steve, Robyn, Sue, and David. When is Charles going to perform his Ice Breaker?
- 17 of the 21 members (81%) are enrolled in Pathways – increase of 2 from August 2020.
- Refer attached Excel Spreadsheet – Status of All Paths as at 10-9-2020. There are 15 Paths with 12 in progress and 3 registered but not in progress.
- Preparing a meeting planner with 3 months forward for roles.
- Discuss the agenda for the November 2020 speech-a-thon.

Errol Byrnes
VP Education
11-Sept-2020

Northern Beaches Toastmasters Club Executive Meeting Report

Date: 12th September 2020

Position: V.P. Membership

Activities: This has been a disappointing month so far with only one enquiry coming through from **Suzanne**. An email was sent with info and invite to join us for September meeting but I have had no response to date. I will touch base again this week.

It was tremendously disappointing to find that of the six guests we were expecting last month we were so badly let down. I did email the non-attendees the day after to check that health wise they were all OK.

Mike had actually emailed both Errol and myself the evening before as an apology. I replied saying we understood and hoped that he would be able to join us this month.

Unfortunately Mike has responded and due to his work load now extending more into the evenings he is going to let Toastmasters go for the time being. I have again replied saying we would keep in touch and anytime he was free on a fourth Tuesday he would be welcomed.

Tom replied to my email informing me that in actual fact he didn't receive his zoom invite. I have replied apologisingso not sure what went wrong! I do feel he is positive though.

Viviane has not replied to my email but I will email again this week for September as Gail mentioned to me that she thought David mentioned she made contact whilst driving the car.

I will be sending emails out on Tuesday, once again reminding all our possible guests of the date and asking for numbers. Then following this through with the agenda once we have responses.

So not a lot of good news at the moment but hopefully by the 22nd we will have a full house, as I feel we may get DANNY / TOM and Vivbica which will be a good start.

Also we do have some positive workings in the mixing pot at the moment that I with Gail are in the midst of and must say are very pleased about, as we feel it should bring us in some inquiries. I will leave it to Gail to tell you all about on Sunday otherwise this will become a book instead of a report.

Lastly I received an email from Tiffany Baxter who attended as a guest at our Februsay meeting and would like a receipt for the \$35.00 paid for the dinner for her tax!!!! Errol can you help!!! I would also like to take this opportunity to apologise for missing the meeting but know that i am definitely there with you in spirit.

Well that brings me to the end of my report apart from outside of the report I would like to say Well Done to Steve and Heather on the video and Well Done to the Fab Executive team and our fantastic, energetic leader and president David. Thank You David for the encouragement and enthusiasm you lead us and inspire us with.....and a big Thank You to Gail who is going to make an amazing VPM.

Dianne Morpurgo

VP Membership

Northern Beaches Toastmasters Club Executive

Meeting Report

Date: 9th September 2020

Position; Club Secretary

Activities; Club minutes are up to date and after approval are uploaded to the club website for archival.
The club website is updated with 'Next meeting' details each month. The website details of fees and dinner costs have been updated to the recent changes. Access for members to the club website has been initiated with a members password as follows;

www.northernbeachestoastmasters.org

Username; "Club Member"

Password; NBTC609136

This allows members to Subscriber level and see all the clubs history, minutes and assignment guides but not allow changes. Members with Administration access and can make changes, upload files and maintain the website are myself, Sue, Luke, David and Sharon Austin. Heather can be trained and upgraded to Administrator access to upload pictures for her PR role if she wishes.

I attended the Speechcraft Sub-committee via Zoom on Wed 2nd Sept and have listed the dates for the 2020 course on the website with an email address to enrol.

Items for Action/Discussion

Discuss advising all members of the website access codes as above. If members are interested, I can demonstrate some features and access to the club website after the Executive meeting on Sunday.

Steve Barber

Club Secretary

Northern Beaches Toastmasters Club Executive Meeting Report

Date: 12th September 2020

Position: V.P. Public Relations

Face Book Page -

Started live interviews, and asked the members to promote to their contacts Sue, David and Luke next.

Plan to change cover photo to collage of all current members

Website -

Meeting Steve after this meeting and getting familiar with posting photos and reports on other events

Speechcraft -

Planning to promote this on the following

Facebook page

Linked In

Website

Attached flyer to get feedback and be adapted to work for our course

September meeting-

Theme Spring forward – out of Covid into the new normal

Into New Toastmasters year

Ask everyone to invite a guest and as a follow up a week later have a dinner to ask more questions and hear more about toastmasters & speechcraft – We are happy to host this..

Heather Rickard

VP Public Relations

Treasurers Report: (supplied via DT on behalf of LD)

A draft cash flow budget was prepared, indicating a possible surplus of \$1480 from Speechcraft, which would end up with \$3676 in the bank. Subject to the income from sufficient attendees at the Speechcraft course, it was suggested that funds would be used for club development such as an updated web site.



Northern Beaches Toastmasters Club Executive Meeting Report

Date: 13 September 2020
Position: VP Systems and Procedures
Overview: Updating Assignment Guides for the website
Activities: No action taken on the primary task of updating Assignment Guide since the last meeting.

Speechcraft is now underway. Attached to this report please find:

- Minutes from meeting of Speechcraft Sub-committee on 2nd September
- Follow up document from that meeting
- Draft Registration Form
- Draft Enquiry Response Letter template
- Draft Receipt template
- Draft Scheduling Master
- Draft Budget (included in 1st tab of Scheduling Master)

Thank you Steve for putting Speechcraft details up on our website.

Thank you Heather for Steve interview on our FB page, which references Speechcraft

I've completed the form on D90 website to have our course added – it should go live next week. We could/should add a flyer to it.

Action/Decision/
Discussion items

Speechcraft items:

- Should we include a voucher for free dinner at first F2F meeting following conclusion of Speechcraft – include expiry date of 30 June 2020
- If we include the above voucher – do we change registration fee?
- Educational presenters
- Club participation – especially timer
- Promotions for Speechcraft – including a flyer

Sue Loucks
12 September 2020

Matters arising: Discussion about the benefits of preparing club meeting agendas three months in advance to give members notice about roles they will perform in future meetings. While some members are always proactive, other members are reactive by nature and prefer instead to be assigned a role in a roster.

Dinner breaks to be reduced to 10 minutes which will also allow an earlier closing time for meetings.

The club website was discussed in detail and members access with the username and password to be advised to members.

Speechcraft was discussed in detail as described in Sue's report and the committee agreed to proceed.

Motion; "That the NBTC will proceed with the 2020 Speechcraft Course", motion moved by Gail and seconded by Heather.

Other matters; Agreed to hold the Humorous speech contest in the October meeting as per the email sent on 1st Sept 2020.

Letter from Robyn Doyle suggesting an outside meeting at a restaurant at Palm Baech was discussed but was considered difficult with the current seating restrictions.

Next meeting; Via Zoom on Wednesday 14th October 6 - 7.30pm



