

# Northern Beaches Toastmasters

## Executive Meeting

### 10 January 2017

NO	ITEM	OUTCOMES
1	<p><b>Present</b> Sharon Austin, Luke Donabaeur, Steve Barber, Brian Paull</p> <p><b>Apologies:</b> Talal Rossi, Sue Loucks, Errol Byrnes <b>Guest:</b> Beverley Barber</p>	
2	<p><b>Minutes of Last Meeting</b> VPE has emailed all members with list of chair until July 2017 Tanuja and Graham's manuals have been received VPE has ordered and received 6 CC and 6 CL manuals VPE has taken over drafting agendas SAA will use name tents at future meetings Guests are being warmly welcomed at meetings President has distributed Member achievement record VPE is preparing agendas 3 months in advance</p> <p><b>Carried forward to future meetings</b> Educational on mentoring Educational on TM Pathways Learning needs to be assessed</p>	
3	<p><b>Discussion of Roles:</b></p> <p>Nothing specific to report</p>	
3	<p><b>HPL</b> Sharon advised her intention to use the Presidency as an opportunity to complete an HPL project. She explained her project in detail and the executive members present agreed to be on her action team. She provided an action plan and this was approved.</p>	
4.	<p><b>Speechcraft</b> It was advised that the venue had been booked, the council banner displayed, advertising had taken place on the website, Totem shopping centre noticeboard, Officeworks noticeboard and on social media. 3 bookings had been received.</p>	

Materials have been purchased and Sue is organizing speakers and agendas. Alternate methods of promotion were discussed. A letterbox drop was suggested.

**5 Any other business**

The President, VPE, VPPR and SAA will attend CLT on 18 January 2017. Steve, Luke, Brian and David will enter the International Speech Contest.

**6 Date and time of next meeting**

To be advised.

