

## FOCUS ADVANCED TOASTMASTERS CLUB MINUTES

Club No. 2173599                      Area 9 Macquarie Division                      District 70

Meeting No. 85                      Date: 20 July 2017 at Roseville Memorial Club

FOCUS: Advancing members skills

Meeting opened: 7.00pm

Sergeant at Arms: Peter Kofler

**Present:** Melinda Long (Chairperson) Sue Loucks, Charmaine Burke, Cheryl Keane, Alison Lavick, Rob Wynan, Kenneth Hargreaves, Allan Lawson, Sally Molyneaux

**Apologies:** G Blandy, G Barwell

**Quorum:** yes

**Guests:** 25 guests as per guest list/visitor book

Welcome and introduction of guests by VPM Charmaine Burke

**Chairman's Opening:** Melinda Long welcomed members and guests and summarised the meeting format and the forthcoming Impromptu Speech Workshop by Sue Loucks

**Induction of new members:** VPM Charmaine Burke conducted the induction of the two new members Peter Kofler and Kar Lim

**Toast:** Kar Lim gave the toast with the theme "clarity of communication "

### **Impromptu Speaking Workshop: Sue Loucks**

- Sue conducted an informative and practical workshop on Impromptu Speaking to assist the attending toastmasters to improve their skills in table topics.
- Workshop covered the benefits and application of 5 different speech structures and how these could be applied,
- The 7 speech structures were as follows:
  - PREP = position/reason/example/position
  - Feature, benefit, proof
  - Past present, future
  - AIDA = attention, interest, desire, action
  - Power of three

**Table Topics:** Table Topics Master: Sue Loucks

Members and guest then practiced these strategies and skills in 6 small groups and were evaluated by the group members as well as timed to assist toastmasters to fully use the 2 minutes for table topics

**Speech Toastmaster: Peter Kofler**

<b>Speaker</b>	<b>Title</b>	<b>Manual</b>	<b>Evaluator</b>
Alison Lavick	When the Student is ready	CC icebreaker	Cheryl Keane
Melinda Long	Being Prepared	CC Entertaining Speech	Sally Molyneaux
Kenneth Hargreaves	Collaborating -An approach	CC Visual Aids	Rob Wynan

**Mentoring program:** Allan Lawson spoke to meeting about Smarter Mentoring using the situation/mission/action/resources/time/evaluate and review method.

Members were encouraged to return their mentoring form to Allan

**Two minute challenge:** Cheryl Keane challenged the audience to reflect on new year resolutions and the benefit of setting oneself a 100 day challenge instead.

**Business session/executive report:** Sue /Charmaine

1. President Sue has sent proxy to TI directing District Governor for voting at International Convention
2. Focus advance has meet annual training requirements
3. Gold Coin donation was \$25
4. Awards: Kenneth and Alison have completed CC, Rob completed ACS and Cheryl completed ALB

**Timers Report:** Allan Lawson

**Meeting Awards:** Chairperson awarded Be in Focus to Alison for her speech

**Next meeting agenda:** Peter Kofler reminded members that next meeting was club contest for Table topics and Humorous speeches

**Comments from members and Guests:** Guests had opportunity to give feedback. Very encouraging support and thanks to Sue for workshop.

**Chairman's Closing remarks:** Melinda encouraged guests to consider Focus as a second club and the opportunities it could give to complete manuals,

Meeting Closed at: 9.25pm

Next meeting date: 17 August 2017

Secretary:

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Chair:

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