

ELDERGATE TOASTMASTERS

Word of the Day: _____

Agenda 28th February 2005

Role	Name	Task/Subject	Time/lights
Sergeant-At-Arms	Chris Mitchell	Call to Order	17:45
President	Roger Crews	Welcome, Introduce Guests Apologies Club Business	4, 5, 6
Secretary	Graham Simpkins	Propose circulated minutes	
VP Education	Danny Moody	Club Training etc. Future Schedule.	1, 2, 3
Toastmaster	Jane Plaxton	Introduce Word of the Day Review Agenda Identify Officials Introduce Topics Master	17:55 [2, 3, 4]
Topics Master	Chris Mitchell	Explain to guests voting etc. Introduce subject & speakers	18:00 [1, 2, 3]
Topics Speaker 1			.5, 1, 1.5
Topics Speaker 2			.5, 1, 1.5
Topics Speaker 3			.5, 1, 1.5
Topics Speaker 4			.5, 1, 1.5
Topics Speaker 5			.5, 1, 1.5
Topics Master	Chris Mitchell	Request times from Time Keeper, Call for votes Hand back to Toastmaster	1
Toastmaster	Jane Plaxton	Introduce formal speeches Explain comment slips & 1 min. Introduce Evaluator 1	18:15 1, 2, 3
Evaluator 1	Chris Mitchell	Introduce Speaker 1	1
Speaker 1	Jason Johns (5)	"E-motion"	5, 6, 7
Toastmaster	Jane Plaxton	1minute, Introduce Evaluator 2	1
Evaluator 2	Danny Moody		1
Speaker 2	Tom Cox (1)	"101 Things"	4, 5, 6
Toastmaster	Danny Moody	1minute, Introduce Evaluator 3	1
Evaluator 3	Roger Crews		1
Speaker 3	Brian Bollen (9)	"Let Em In"	5, 6, 7
Toastmaster	Jane Plaxton	1minute	1
Toastmaster	Jane Plaxton	Request times of speeches,	1
Time Keeper	Danny Moody	Give times for formal speeches	
Toastmaster	Jane Plaxton	Call for votes Announce 10 minute break	19:00

Reserve Speaker:

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Role	Name	Task/Subject	Time/lights
Sergeant-At-Arms	Chris Mitchell	Call to Order Introduce General Evaluator	19:10 1
General Evaluator	Dave Minzey	Purpose of Evaluation Times & lights, 1 min. feedback Introduce Evaluators Hand over to Topics Evaluator	1, 1.5, 2
Topics Evaluator	Danny Moody	Evaluate Topics Master & Topic Speakers Hand back to Toastmaster	3, 4, 5
Toastmaster	Jane Plaxton	1 min. Introduce Evaluator 1	1
Evaluator 1	Chris Mitchell	Evaluate speech Hand back to Toastmaster	19:20 2, 2.5, 3
Toastmaster	Jane Plaxton	1 min.	1
Evaluator 2	Danny Moody	Evaluate speech Hand back to Toastmaster	2, 2.5, 3
Toastmaster	Jane Plaxton	1 min.	1
Evaluator 3	Roger Crews	Evaluate speech Hand back to Toastmaster	2, 2.5, 3
Toastmaster	Jane Plaxton	1 min.	1
Toastmaster	Jane Plaxton	Request times for all Evaluators. Introduce General Evaluator	1 19:40
Time Keeper	Danny Moody	Give times for Evaluators	
General Evaluator	Dave Minzey	Evaluate Evaluators Call for Grammarian/grunt reports	4, 5, 6
Grammarian	Esme Driver	Grammarian Report Including use of Word of the day	1, 2
Grunt Counter	Brian Bollen	Grunt Report	.5, 1
General Evaluator	Dave Minzey	Evaluate meeting/ Officials Hand back to Toastmaster	1, 2, 3
Toastmaster	Jane Plaxton	1 min. for General Evaluator Call for Humour vote Hand over to President	1 19:55
President	Roger Crews	Present Awards Best Topics Speaker Best Speaker Most Grunts Most Humorous General Evaluator's Award Invite Guests' comments AOB Date of next meeting Conclude meeting	3, 4, 5 20:00

Meeting Secretary: Graham Simpkins

Reserve Speaker: