



# Brian's Test Toastmasters Club

## Meeting Agenda

### President

Brian McDonald,  
DTM

### VP Education

Steve James, DTM

### VP Public Relations

Brad Smith

### Treasurer

Pam Holley

### Secretary

Jane Atkinson, DTM

Time	Role / Agenda Item for September 8, 2018	Member
8:30PM	<b>Meeting Set Up</b> Prepare the hall for the meeting. <u>Many hands make light work</u>	
8:45PM	<b>Meeter &amp; Greeter</b> Meets and Greets guests and members. Sign in books/ name tags ....	
8:55PM	<b>Meeting Convenor 5 minute warning</b> 5 minute warning. Remind members to swap manuals for evaluation now	
8:59PM	<b>Toastmaster</b> Guests / apologies / changes Timing Green@2', Amber@2'30", Red@3'	Steve James, DTM
9:02PM	<b>Wordmaster</b> Introduces the word of the week	
9:03PM	<b>Warm Up</b> Warmup master does his thing - watch the time	
9:15PM	<b>Speaker #1</b> Timing Green@5, Amber@6, Red@7	
9:25PM	<b>Speaker #2</b> Timing Green@5', Amber@6', Red@7'	
9:33PM	<b>GE</b>	
9:40PM	<b>President's Close</b>	
9:43PM (end)	Time to say <b>goodbye</b>	

Meeting Notes: