Lee Haifley assigned to Table Topics Evaluation - Uneven: 1, 3, 5.

← Agenda

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Maccabi Toastmasters Club — Club Meeting · 2026-10-28 · 7:30PM – 9:26PM AEDT (116 planned minutes)

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	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	7:30PM	**Sergeant-at-Arms** *Calls meeting to order* *Meeting protocols* *Use of microphone and/or headset mic*	Danny Shafar EC L2 · EC L1· · EC L3 ×3 · EC L4· · +2	1	↑ ↓ Edit
⠿	7:31PM	**President's welcome and call for apologies** *and other special announcements Range 7 - 9 min.*	Susan Moskowitz IP L3 · IP L1· · IP L2 ×2 · IP L4· · PM L3·	9	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	7:40PM	**Toastmaster** *MC for the meeting. The Toastmaster calls the VPE for any program changes and then the Word of the Day.*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	1	↑ ↓ Edit
⠿	7:41PM	**Word of the Day & Grammarian** *The grammarian explains the meaning of a useful, lesser-known word and encourages members to use it. The grammarian also takes note of particularly interesting or eloquent words and phrases and mentions them in the report at the end of the meeting 2 - 3 min*	Open	3	↑ ↓ Edit
⠿	7:44PM	**Program Changes** *VP Education who helps coordinate the Agenda and makes any last minute changes*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	1	↑ ↓ Edit ↺ Undo
⠿	7:45PM	**Toastmaster** *The Toastmaster hosts all the meeting events as the MC for the meeting. Welcomes all and self introductions by all attendees (18 s each). The Toastmaster acts as Master-of-Ceremonies for the meeting, has overall control of proceedings, and largely determines the success of the meeting. Therefore this task is usually assigned to a member who is familiar with the club and*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	15	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
		its procedures. Range 12 - 15 mins.			
⠿	8:00PM	**Evaluator - Speech No 1** *Reads Purpose Statement and length of speech.* *Evaluates:* Shota Hanami	Open	1	↑ ↓ Edit ↺ Undo
⠿	8:01PM	**Speech No.1** *Project:* Engaging Humor — Level 1: Ice Breaker *A speaker gives a prepared speech based on the Toastmasters Educational Program, which is called Pathways. Speeches are generally 5 - 7 minutes, but timeframes can vary depending on the Project and Speech Level. Range: 5 - 7 min*	Shota Hanami ★	6	↑ ↓ Edit ↺ Undo
		Speech			
⠿	8:07PM	**Evaluator - Speech No. 2** *Reads Purpose Statement and length of speech.* *Evaluates:* Carin Danon	Open	1	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	8:08PM	**Speech No. 2** *Project:* Motivational Strategies — Level 1: Writing a Speech with Purpose *A speaker gives a prepared speech based on the Toastmasters Educational Program, which is called Pathways. Speeches are generally 5 - 7 minutes, but timeframes can vary depending on the Project and Speech Level. Second speaker of the evening. Usual Range 5 - 7 mins.* **Speech**	Carin Danon EH L1 ×3 EH L4· EH L5 ×2 +3	7	↑ ↓ Edit ↺ Undo
⠿	8:15PM	**Evaluator - Speech No 3** *Reads Purpose Statement and length of speech.* *Evaluates:* Craig Lambie	Open	1	↑ ↓ Edit
⠿	8:16PM	**Speech No. 3** *Project:* Presentation Mastery — Level 2: Understanding Your Communication Style *A speaker gives a prepared speech based on the Toastmasters Educational Program, which is called Pathways. Speeches are generally 5 - 7 minutes, but timeframes can vary depending on the Project and Speech Level.* **Speech**	Craig Lambie PM L1 ×5	7	↑ ↓ Edit ↺ Undo
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	8:23PM	**Evaluation - Speech No. 1** *A speech evaluator provides supportive and constructive feedback to help the speaker improve. The speech evaluator uses the Toastmasters guidelines for evaluation and considers the purpose of the project as well as the speaker's own objectives. Time 2 - 3 min*	Ling Wang EH L1 ×2 EH L2 ×2 PM L2·	3	↑ ↓ Edit
⠿	8:26PM	**Evaluation - Speech No. 2** *A speech evaluator provides supportive and constructive feedback to help the speaker improve. The speech evaluator uses the Toastmasters guidelines for evaluation and considers the purpose of the project as well as the speaker's own objectives. 2 - 3 mins.*	Ling Wang EH L1 ×2 EH L2 ×2 PM L2·	3	↑ ↓ Edit ↺ Undo
⠿	8:29PM	**Evaluation - Speech No. 3** *A speech evaluator provides supportive and constructive feedback to help the speaker improve. The speech evaluator uses the Toastmasters guidelines for evaluation and considers the purpose of the project as well as the speaker's own objectives. Time 2 - 3 min*	Ling Wang EH L1 ×2 EH L2 ×2 PM L2·	3	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	8:32PM	**Supper** *Have a quick break! Based on our supper roster, supper is provided by members up to two times a year. 10 - 12 mins*	Matthew McVeigh ★ PI L1· PI L2· PM L1 ×2	12	↑ ↓ Edit ↺ Undo
⠿	8:44PM	**Sergeant-at-Arms** *Calls meeting to order*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	1	↑ ↓ Edit
⠿	8:45PM	**Toastmaster** *MC for the meeting*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	1	↑ ↓ Edit
⠿	8:46PM	**VP Education** *Next Meeting Plan. Range 1 - 2 min*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	2	↑ ↓ Edit
⠿	8:48PM	**Table Topics** *Table Topics encourages people to 'think on their feet' and speak on a topic for 1 - 2 mins. The Table Topics Master prepares the topics and chooses the participants, with topics first allocated to members who have no other role in the meeting. Green light at 60 seconds, Orange at 90 seconds and Red at 2 min. The red light stays on for 30 seconds and then a bell will ring at 2:30 min. 12 - 15 mins*	Dermot Patrick Twomey ★ PM L1·	15	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	9:03PM	**Voting for Table Topics** *Table topics master to re-state each topic and speaker.*	Dermot Patrick Twomey ★ PM L1·	1	↑ ↓ Edit
⠿	9:04PM	**Table Topics Evaluation - Uneven: 1, 3, 5** *The Table Topics Evaluator provides concise, encouraging feedback on each table topic response and includes recommendations for improvement. Time is generally limited to 3 - 4 minutes with a 30 second leeway. More time may be allowed if more than 3 table topics are evaluated.* • *Speakers: 1, 3, 5* • *Range: 3 - 4 min*	Lee Haifley ★ EH L1· PM L1·	4	↑ ↓ Edit
⠿	9:08PM	**Table Topics Evaluation - Even: 2, 4, 6** *The Table Topics Evaluator provides concise, encouraging feedback on each table topic response and includes recommendations for improvement. Time is generally limited to 3 - 4 minutes with a 30 second leeway. More time may be allowed if more than 3 table topics are evaluated.* • *Speakers: 2, 4, 6* • *Range: 3 - 4 min*	Lee Haifley ★ EH L1· PM L1·	0	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	9:08PM	**Vote for Best Evaluator!** *Please vote for who you feel has given the best evaluation.* *Evaluates:* Shota Hanami	Open	1	↑ ↓ Edit
⠿	9:09PM	**WOD/ Grammarian Report** *report on the use of the word of the day and good or interesting use of language 1 - 3 min*	Open	3	↑ ↓ Edit
⠿	9:12PM	**Timekeeper's Report** *Reports on speech timing - any shortfalls and overruns. Range 1-2 min*	Lillian Oblat DL L2· LD L2· PM L1·	2	↑ ↓ Edit
⠿	9:14PM	**General Evaluator** *Reports and evaluates everything that hasn't yet been evaluated, and picks the Best Performance Award -* ***Range 8 - 10***	Helen Gorelik EH L1 ×2 EH L2· MS L1· +2	10	↑ ↓ Edit
⠿	9:24PM	**Toastmaster** *The Toastmaster closes the meeting and welcomes the President for concluding remarks.*	Danny Shafar EC L2 EC L1· EC L3 ×3 EC L4· +2	1	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

	TIME	ROLE / ITEM	MEMBER	MIN	ACTION
⠿	9:25PM	**President: Announcements and Club Business** *President's last word and announcements of Best Table Topic, Best Evaluator, First Timers and any other special announcements. Range 2 - 3 min*	Susan Moskowitz IP L3 IP L1· IP L2 ×2 IP L4· PM L3·	1	↑ ↓ Edit
⠿	9:26PM	**Close** *Post meeting stay back for informal evaluations and socialising.* **No sign-up**	—	0	↑ ↓ Edit
	9:26PM	**Meeting ends**		**116**	

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Re-pair evaluators