Welcome to our meeting!

Every Toastmasters club shares the same mission, clearly defined in the following mission statement:

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Through this mission, each Toastmaster gains a clear understanding of the club's purpose, and the organization as a whole benefits from a shared set of values and goals.

Club Meeting October 28, 2026

Time	Role / Agenda Item	Member
7:30PM	**Sergeant-at-Arms** Calls meeting to order Meeting protocols Use of microphone and/or headset mic	Danny Shafar
7:31PM	**President's welcome and call for apologies** and other special announcements Range 7 - 9 min.	Susan Moskowitz
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
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	
7:44PM	**Program Changes** VP Education who helps coordinate the Agenda and makes any last minute changes	Danny Shafar
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 its procedures. Range 12 - 15 mins.	Danny Shafar
8:00PM	**Evaluator - Speech No 1** *Evaluates:* Shota Hanami Reads Purpose Statement and length of speech.	
8:01PM	**Speech No.1** Engaging Humor — Level 1: Ice Breaker (4–6 min) Project guide · Eval form 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
8:07PM	**Evaluator - Speech No. 2** *Evaluates:* Carin Danon Reads Purpose Statement and length of speech.	
8:08PM	**Speech No. 2** Motivational Strategies — Level 1: Writing a Speech with Purpose (5–7 min) Project guide · Eval form 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.	Carin Danon
8:15PM	**Evaluator - Speech No 3** *Evaluates:* Craig Lambie Reads Purpose Statement and length of speech.	

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8:16PM	**Speech No. 3** Presentation Mastery — Level 2: Understanding Your Communication Style (5–7 min) Project guide · Eval form 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.	Craig Lambie
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
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
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
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
8:44PM	**Sergeant-at-Arms** Calls meeting to order	Danny Shafar
8:45PM	**Toastmaster** MC for the meeting	Danny Shafar
8:46PM	**VP Education** Next Meeting Plan. Range 1 - 2 min	Danny Shafar
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
9:03PM	**Voting for Table Topics** Table topics master to re-state each topic and speaker.	Dermot Patrick Twomey
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
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
9:08PM	**Vote for Best Evaluator!** *Evaluates:* Shota Hanami Please vote for who you feel has given the best evaluation.	

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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	
9:12PM	**Timekeeper's Report** Reports on speech timing - any shortfalls and overruns. Range 1-2 min	Lillian Oblat
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
9:24PM	**Toastmaster** The Toastmaster closes the meeting and welcomes the President for concluding remarks.	Danny Shafar
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
9:26PM	**Close** Post meeting stay back for informal evaluations and socialising.	