



Seamasters (Club 7818)

Meeting Theme: *[Edit meeting description to update]*

Time	Role / Agenda Item for July 2, 2018	Member
12:00PM	Chairperson Calls Meeting to Order Welcomes guests if any. Asks if anyone needs to leave early. Reminds attendees to silence cell phones, etc. Reminds speakers/helpers to obtain credit in their manuals. (Needs to be a current officer) ► Role filled by Joshua Zhang	
12:02PM	Chairperson Introduces the Toastmaster Introduces the Toastmaster of the day. Toastmaster: ► Role filled by KarWei Koay, CC, CL	
12:05PM	Toastmaster Introduces the Helpers: Ah Counter ► Role filled by Akihiko Ohnaka	
	Grammarian ► Role filled by Alec Martin	
	Timer ► Role filled by Carol Baum, CC	
	General Evaluator (see below for sign-up) Vote Counter ► Role filled by Randy Trahan, CL	
12:10PM	Toastmaster Introduces the Speakers and Evaluators Speaker #1 Speaker's speech & project should be introduced by his/her evaluator ► Role filled by Molly A Smith	
	Speaker #2 Speaker's speech & project should be introduced by his/her evaluator ► Role filled by Brian Burski	
12:30PM	Toastmaster Introduces the Table Topics Master Ask for volunteers to give a impromptu speech on a topic. Table Topics Master: ► Role filled by Lainie Logan	
12:40PM	Toastmaster Introduces the Evaluators Evaluator #1 ► Role filled by Sarah Elizabeth Jolly	
	Evaluator #2 ► Role filled by Tzung-Sz Shen	
12:50PM	Toastmaster Introduces the General Evaluator Calls for reports: Timer / Ah Counter / Grammarian. Provides meeting evaluation & evaluates the speech evaluators. Calls for Vote Counter results & present awards. ► Role filled by Rajita Shrestha, CC, ALB	
12:56PM 1:00PM (end)	Toastmaster Returns Control to the Chairperson Makes closing remarks. Calls for club business. Adjourns meeting.	-