

## COMMITTEE MINUTES

**Club:** Metrospeakers

**Location:** Metrotown

**Minutes for the** Executive Committee

**Which met in** Burnaby Public Library

**On** Aug. 21, 2006 at 7:00PM

**For the purpose** Executive monthly meeting .

### **Members in Attendance:**

- Cindy Yip
  - Richard Sheng
  - Steven Lee
  - Michael-Anthony
  - Sheree Gables
  - Dominic Hung
  - Jason
- Guest:
- Codruta Rotaru

**Presiding Chairman:** Michael Anthony

7.00 PM - Meeting Starts

- Assign roles: Jason keep track of time
- Meeting Minutes - Kelly was not present

July Minutes were accepted – unanimity  
Codruta records the minutes

- New Member Process –

Michael passed out the “New Member Checklist” to be completed

The record will be updated and kept by the secretary- the form didn't come back- who has it please pass it to the secretary.

### **Ideas to be analyzed in the future:**

New members to sign up directly on the club's website with username and password

(Jason will look into the possibilities to have a sign-up form on our local website, without being linked to the International Toast Masters organization.)

Offer new members to sign up on a task right away after signing up

- Motion to extend the time for this task 2 minutes
- Motion – Cindy  
Second Dominic  
All in favor

Discussed about ways of attracting old members to be active and keep coming back and new members to start being involved.

Cindy proposed - to present the benefits of being involved in all areas of activity towards Competent Leader achievements.

- every mentor or trainer of a new member to give Cindy feedback of achievements to be mentioned in the newsletter.

Cindy raised the idea of having a Christmas party; it will be part of another discussion.

- Membership report - Steven

There are: 44 current members in the club  
5 new members (in Aug. and Sept.)

Motion to have a special Guest Book at the door guests can leave a phone number or an e-mail to be informed later about club's future activities- up to \$40 tax included -

Second -

Approved in unanimity

Motion to have a member sign up sheet at the door to keep track of participation - Codruta

Second -

Approved with 7 votes pro, 1 opposed

- Education

Sheree shared info about the training she attended in Richmond "\_\_\_\_\_"

Competent Communicator and Competent Leader programs

New books available for purchase

Look into the possibility to use power point presentations

She will include in one of her future speeches encouragement for the new members to get involved not only for speeches but for evaluations too and info about Success Club series.

Sept 28 it will be a club contest day: "The humorous speech and table topic contest"

Any willing member in good standing is eligible to participate.

Are needed: volunteers

Certificates

- Public relation / Marketing

Cindy Talked about the picnic: 20-25 participants

Mentioned the volunteers for each activity

Next time: e-vite sent individual, rather than collective.

First issue of the Newsletter was distributed

She invited more people to contribute to the next issue

She committed for 6 issues during her term but she wants to do 12.

She proposed to post on the website pictures from the picnic

- Executive news

Mike presented a Job Description for the Web-master role.

The webmaster will clean up and adapt the information on the website and keep it updated..  
The information will be proofread before being posted on the website.

- Motion to extend the time for this subject 5 min. \_\_\_\_\_  
Second  
Approved –unanimity

Jason gave some technical details about the website possibilities

An idea about having the photos of the executives on the website was brought up.  
The existing information on the website needs to be updated  
Each executive to study the Club Success Plan and bring feedback.

Michael renewed the contract with Metro-town administration until November  
Sept. 21<sup>st</sup> the meeting room is not available;

Motion for the regular meeting be cancelled – Dominic  
Second Jason  
All in favor

- Finance report

Dominic presented the Budget Report    new members  
social events

picnic – under budget  
Actual budget will be updated  
Budget to be reserved for transferring the website fee  
Clarified all questions about past events

- Next month's meeting

Sheree proposed to hold the meetings on Thursday, after the regular meeting

Next meeting Thursday, Sept 21<sup>st</sup>

- Meeting adjourned at 8.30