

ACC Toastmasters Club

Executive Committee Meeting Minutes

July 21, 2021

Online Webex Meeting

ACC Club Mentors & Advisors: Linda Rogers, District Manager
Joann Sheats, Area Director

ACC Club Executive Committee:	President (FY21):	Sheridan Soileau
	President (FY20):	Jamie Johnson
	VP Education:	Christina Callaway
	VP Membership:	Brian McGhee
	VP Public Relations:	Laurie Loftin*
	Secretary:	Jackie Sherry
	Treasurer:	Beth Morton*
	Sergeant-At-Arms:	Jamie Johnson

* absent, or present but had to exit meeting before conclusion

-
- I. Call to Order
 - ✓ Meeting opened and lead by President Sheridan Soileau 1:00 pm
 - II. Welcome!
 - ✓ Sheridan welcomes everyone and thanks everyone for committing to being a part of the executive committee
 - III. Approve previous minutes
 - ✓ Jackie motions to approve, Jamie seconds
 - IV. Officer Updates
 - ✓ Sergeant-At-Arms – Jamie
 - no updates since we are still virtual
 - ✓ Secretary - Jackie
 - picking up Secretary Notebook from Tina and attending a TLI in August
 - ✓ VP Education - Tina
 - Picked up lots of ideas from the TLI on how to help members who are hesitant at giving speeches
 - Will work with Brian and Laurie to help members progress through their pathway;
 - Leadership team needs to set the example
 - Last time we received Distinguished Club was 2018
 - ✓ VP Membership – Brian
 - Learning Pathways so can help show others and recruit new members
 - [Sheridan will show Brian where the membership forms are located and other forms](#)
 - V. Old Business
 - ✓ TLI update

- EC is encouraged to join a virtual Toastmasters Leadership Institute
- Tina shared her experience at the District TLI – comprehensive overview of all leadership roles and even learned some new tips/tricks like how we can best utilize WebEx with virtual backgrounds;
- Linda – Toastmasters International tells the District what to include in the TLI and the divisions then host their own TLI; you can attend multiple times because speakers change and present information in their own way; also attend various breakout sessions to help with your future planning/leadership roles
- ✓ Pins
 - We do not have a club budget so one of the member budget accounts usually pays for the pins. 8 officer pins are \$60.
 - Sheridan will ask Hollis (PUD Director) if Water Conservation Office can purchase the pins
- ✓ ACC TM Handbook (review and update)
 - Sheridan asks everyone to review handbook and update your role. Sheridan will email everyone with the document and instructions.
- VI. New Business
 - ✓ Meetings (in person, virtual, hybrid)
 - Fall brings an increase in colds, flus, and other illness so some prefer the virtual option
 - Toastmasters is designed to be in-person so some prefer to meet in person
 - Hybrid is an option using the Water Resources Center (WRC) presentation room; SAA would be responsible for setting up hybrid option
 - Jamie will schedule a test hybrid meeting in the WRC presentation room
 - ✓ New Members / Healthy Hours
 - Engage and market to new employees through new employee orientation, employee newsletter, word emails, and word of mouth
 - Brian and Laurie work together to discuss healthy hour with Kendra
 - Angela McAllister is joining as a member, she asked to use her personal email Coco6399@msn.com instead of ACC email since her ACC email is not set-up yet. Sheridan will send Brian the membership form for Angela.
 - ✓ Success Plan for 2022
 - Need to review our succession plan. Sheridan will share with everyone along with instructions
 - ✓ Smart Goals
 - Theme for July from District
 - Specific, measurable, attainable, relevant, time bound
 - Review your goals and goal plan and report to District at the end of July with updates
 - Joann will share a list of best practices with Sheridan
- VII. Other Discussion & Updates
 - ✓ Sheridan will set EC meetings
 - ✓ Tina moves to adjourn, Linda seconds