

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, world 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