

# ACC Toastmasters Club

## Executive Committee Meeting Agenda

August 11, 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

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- I. Call to Order
    - ✓ Meeting opened and lead by President Sheridan Soileau 1:17 pm
  - II. Approve previous minutes
    - ✓ Beth motion to approve, Tina seconds
  - III. Officer Updates
    - ✓ Officer Update Sergeant-At-Arms – Jamie
      - [Working with Brian to host a trial hybrid meeting in the WRC presentation room](#)
      - Test out camera angle so speakers are seen by everyone in person and virtual
    - ✓ Treasurer – Beth M.
      - No report
    - ✓ Secretary – Jackie
      - Keep minutes from EC meetings
      - Brian will keep membership application forms on computer
    - ✓ VP Public Relations – Laurie
      - Thought the TLI was very helpful and inspiring
    - ✓ VP Membership – Brian
      - [Emailed Angela the application and will follow up](#)
      - Tracy Mason reached out and was curious about the club
      - [Tina will reach out to Tracy](#)

- ✓ VP Education – Tina
    - Know your schedule in advance and sign up in the meeting roles spreadsheet
    - As leadership, we should proactively sign-up for roles prior to the meeting
  - ✓ President – Sheridan
    - Invite coworkers to attend and encourage them to join
    - Someone could join with their own personal funds with their own CC on Club Central
- IV. Old Business
- ✓ TLI update
    - Great meeting, ofs of takeaways
    - 3 more TLI's, Sheridan will send an email with the dates
  - ✓ Pins
    - Sheridan will ask Hollis
  - ✓ ACC TM Handbook (review and update by August 30)
    - Send revisions to Sheridan for your role by August 30
  - ✓ Meetings (in person, virtual, hybrid)
    - Brian and Jamie should still test out meeting space with a hybrid option even though we might be using WebEx for the foreseeable future
    - Hybrid should always be an option
    - Stay virtual until we no longer have to wear masks
  - ✓ New Members / Healthy Hours
    - Tina and Laurie will coordinate with Kendra
    - Bribe coworkers with lunch – could be logistically challenging but maybe doable
  - ✓ Success Plan for 2022
    - Sheridan and Tina will meet first and then circulate by end of August
    - Send Tina what level you plan on completing by end March 2022 – send to Tina by August 20
  - ✓ Website / New Employee Video
    - Tina, Laurie, and Brian create a short video to share and use in promotion
    - Tina will ask HR if it can be shown during new employee orientation
    - Laurie has an infomercial idea
    - Linda will share a video made by another club
    - Brian will ask Todd with PIO if they can help produce the video

V. New Business

✓ Smedley Award

- Named after the founder of Toastmasters
- Add 5 new, dual, or reinstated members by September 30
- Reach out to reinstating members
- Everyone should reach out to various coworkers to invite them, make your ask personal

✓ Best Speaker Certificate & Other Awards

- Tina create slide using template for best speaker and then email them the slide for them to print on their own

✓ LMS for Toastmasters

- Learning Management System for ACCGov employees
- Carrie will set up Toastmasters page on LMS
- Everyone think of elements to be included on this page and send ideas to Sheridan

✓ Manager's Meeting

- Might get lost at the moment with COVID-19 taking precedent
- Maybe Hollis could plug Toastmasters during these meetings
- Sheridan will chat with Hollis and maybe invite him to a meeting

VI. Other Discussion & Updates

- Any advice to give Supervisors when they say a certain employee should join Toastmasters?
- Speech Craft could be an option for potential members as a training and recruitment tool
- Maybe reinstate mentor program
- Jackie moves to adjourn, Linda seconds
- Meeting closed at 2:21