

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

- 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, lots 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