

# ACC Toastmasters Club

## Executive Committee Meeting Agenda

December 21, 2022

ACC Club Executive Committee:	President (FY23):	Christina Callaway
	President (FY22):	Sheridan Soileau
	VP Education:	Judy Johnston
	VP Membership:	Keith Sims
	VP Public Relations:	Donikia Gray
	Secretary:	Laurie Loftin
	Treasurer:	Frank Stephens
	Sergeant-At-Arms:	Jamie Johnson

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### I. **Call to Order**

Present: Christina Callaway and Jamie Johnson

### II. **Approve previous minutes (October 2022)**

Officers are asked to read over the October 2022 minutes and submit their approval or amendments via email by December 30.

### III. **Officer Reports**

- ✓ President – Winter TLI training dates from District 14 are included in New Business
- ✓ VPE – no report
- ✓ VPM – no report
- ✓ VPPR – no report
- ✓ Secretary – no report
- ✓ Treasurer – no report
- ✓ SAA – appreciates everyone for stepping in to assist with weekly room setup and breakdowns along with making new placards for the new members and missing roles.

### IV. **Old Business**

- ✓ **Mentor check-in** – Christina is asking Mentors to encourage their mentees to give a minimum of one speech each month. This is also done when the mentor leads by example.

### V. **New Business**

- ✓ **Onboarding New Members** – Christina would like to develop a standard Onboarding process for New Members. She is going to speak with VPE Judy and VPM Keith Sims to develop the process. Christina is going to resume the once-a-month trainings, Navigating Pathways and Building a Speech in January. These trainings will be held on the 4<sup>th</sup> Monday of each month from 7:30-8:30 pm starting January 23, 2023.
- ✓ **Distinguished Club Program Update** – Christina provided an overview of where ACC Toastmasters stands on our way to becoming a Distinguished Toastmasters Club. We have met the Administration and Membership requirements. Once all Officers attend a winter TLI training, we will meet the Training requirement. The area where we have the opportunity

for improvements is Education. This means having members complete levels within their Pathways and these being reported through Basecamp and Club Central. Christina would like for the leadership team to lead by example and commit to completing one level by June 30, 2023. Please make plans to attend the upcoming winter TLI Trainings (see schedule below). All trainings will be virtual. Each Officer is only required to attend one of the trainings. As other Division trainings are made available, Christina will share. Registration is required; however, this information had not been placed on the district 14 website at the time of our meeting.

- **District 14 Winter TLI – Monday, January 9, TBD**

- **Division E Winter TLI – Monday, January 23, 5:30-8:30**

- ✓ **Monthly EC Meetings** – after receiving input from everyone, our monthly EC meetings will remain in-person and will be held the third Wednesday of each month immediately following the general meeting. Christina is asking all Officers to commit to attending four out of the remaining six meetings.
- ✓ **Officer Roles and Succession Plan 2023-2024 year** – Christina is asking all Officers to consider if they will run for their current role, like to run for another role, or step down for the next fiscal year (July 1, 2023-June 30, 2024). Starting in January, Meeting Tips during the first and third meetings of each month will be dedicated to Officer roles. The person serving in each role currently will use this time to share with the rest of the club what exactly their role does for the club (see schedule below). If you are not running for your role next year and have identified someone to replace you, you are encouraged to start sharing what you do with that person and train them for the next six months so they will feel confident assuming the new role July 1. We will collect our slate of Officers April 26 and vote on New Officers May 3. This will allow the incoming Officers to have two months to work alongside the current Officer. Please make note of when your role has Meeting Tips and make plans to attend that meeting.

- **January 4 – SAA**

- **January 18 – Treasurer**

- **February 1 – Secretary**

- **February 15 – VPPR**

- **March 1 – VPM**

- **March 15 – VPE**

- **April 5 - President**

VI. Other Discussion & Updates – none

Meeting adjourned: 1:46 pm

Respectfully submitted by Christina Callaway