

## GENERAL EVALUATOR COMMENTS / REPORT

Mtg Date	Gen Eval	Time	Comment
2004-01-08	Suzy Conaway	3:11	<ul style="list-style-type: none"> <li>• Suzanne Conaway, District Governor, provided the following feedback:</li> <li>• Have printed copies of the agenda available [VP Education task]</li> <li>• Always 'turn over the lecturn' from one person to another, usually via a handshake between the person leaving and the person arriving</li> <li>• Toastmaster, when introducing a prepared speaker, should give the title of the speech, which speech (book name and speech name), and the pre-determined length of the speech (e.g. 4 to 6 minutes) which helps the timer for the meeting.</li> <li>• When done with a speech do not say 'Thank You' just say 'Mr./Madame ToastMaster'.</li> <li>• When timing, keep the time reminder indicator up for each phase of the timing, rather than 'flash' the indicator and then hide it from view.</li> <li>• Joke Master should confine their time to 1 – 2 minutes.</li> <li>• Table Topics Master extends invitation to, or simply requests, a member to participate in the Table Topic.</li> <li>• Timer should be centrally located, close to the front so all speakers can easily see the indicators.</li> </ul>
2004-01-15	Matt G	? ?	<ul style="list-style-type: none"> <li>- • The last portion of the meeting flows with the Toastmaster calling the General Evaluator, who then calls each Speaker Evaluator, the Grammarian, Timer, AH-Counter &amp; etc to give their reports.</li> <li>• Recommended that the evaluation slips be distributed at the beginning of the meeting, rather than during the meeting.</li> <li>• Toastmasters provide time for each member to fill out evaluation slips after a speech. Keeping small talk to a minimum so people can concentrate on filling the feedback forms out.</li> <li>• Intros are important, be familiar with the info to be used in the intro. A long-standing TM debate is about who writes the intro- the person doing the intro or the person being introduced. It is recommended that you be familiar enough with the person that you could write and give an effective introduction.</li> <li>• Always 'hand off' the 'podium' with a handshake between entering/exiting members.</li> <li>• Towards the beginning of the meeting, cover not only who is performing each of the roles, but also give each role master time and opportunity to explain the duties</li> </ul>
2005-01-22	Jacob C	? ?	<ul style="list-style-type: none"> <li>- • (not recorded in the minutes)</li> </ul>
2004-01-29	Matt G	? ?	<ul style="list-style-type: none"> <li>- Matt Gould, club mentor, recapped these points of order on meeting structure and flow:</li> <li>• When the Toastmaster introduces speakers s/he gives a short biography, the speech number and book it is from, the speech title and the time requirements.</li> <li>• At the beginning of the meeting the Toastmaster introduces the Timer, Ah Counter/Grammarian/Word Master, Joke Master, Table Topic Master, General Evaluator. Each should provide an explanation of what they will be doing (and in some cases, then do their task).</li> <li>• 'Thought for the day' could be used to set a theme that the Toastmaster could return to during their various meeting intros and facilitations.</li> <li>• Create a 'generic agenda' that only shows who performs what role, and how they appear in the meeting flow. A 'specific agenda' with details could also still exist, but only for key roles (Toastmaster, VP Educ). This way, if last minute substitutes are required, and/or the meeting starts at an unexpected time a base agenda structure is available for reference without the erroneous/outdated info.</li> </ul>

- 2005-02-05 Larry W      ? ?      - • Matthew Gould (club mentor) provided further clarification on the role of the Toastmaster at the beginning of the meeting, vs. the role of the General Evaluator towards the end of the meeting. The Toastmaster would identify and point out who was the Joke/Quiz Master, Timer/Vote Counter, Ah Counter/Grammarian/Word Master with each explaining their duties (and in some cases, performing them directly after the explanation). The Toastmaster would introduce/announce the General Evaluator, who would then explain their own role and introduce the members of the evaluation team. This mini-introduction is just to place name with face and is not the evaluation reports. After the bulk of the meeting is over [speakers 1/2/3 & table topics], the Toastmaster briefly re-introduces the General Evaluator who will run the entire Evaluation portion of the meeting. This includes calling each evaluator to give their evaluation, as well as each of the reports from Timer/Vote Counter, Ah Counter/Grammarian/Word Master.
- 2004-02-12 Marty Jensen (guest)      ? >      - Marty Jensen [guest CTM from Northern Lights TM Club] provided the following feedback as General Evaluator:
- Sergeant-At-Arms [or anyone who is calling the meeting to order]: Project the voice, and bang the gavel loudly if necessary to command the attention of those present. The opening of the meeting may require a bit of force to get people to become present to the starting of the meeting.
  - Approaching the Lectern: Acknowledge the person to whom the Lectern is being handed over. Simply addressing them by title is sufficient, but the addressing is very important. Use their title if you're unclear how to address them.
  - The use of 'in conclusion' is a good indicator to the audience that a conclusion is being presented.
  - When finished with a speech, it is unnecessary to thank the audience. Simply address the person to whom the Lectern will be turned over.
  - If, during a Table Topics portion, there is confusion on the part of an invited speaker, be sure to come back to them after other speakers have provided opportunity to clarify and illustrate with their own examples.
- 2004-02-19 Kim M      ? ?      - • Acknowledged that the timer sitting at the front of the room was an ideal location.
- Recommended that everyone use the Word of the Day in everyday speech outside of the Toastmasters meeting environment.
  - Cautioned that, due to space limitations, some back and forth body motions (as opposed to side to side) may be problematic. This may lead to further table configuration experimentation to discover ideal layout for Toastmasters events.
  - The acquisition of a lectern may be a club priority. Something to place notes upon so that speakers (especially evaluators) may gain freedom to use hand gestures and more easily incorporate their bodies into their presentation.
  - During the Timer introduction some attention to the description of the expected time limits for each type of speaking should be given.
- 2004-02-26 Kim M      ? ?      - (not recorded)
- 2004-03-04 Stephen McNicholas (TNT club)           - • Proposed the idea of squeezing in a third speaker. Possibly trimming down certain other areas (fewer table topics)
- Nametags were very helpful, especially for guests and/or new members
  - Commended the use of evaluations / comments by all members. Thought that was very useful in the growth and learning of speakers
  - Recommended moving the speaker position to a different wall (the one facing the main entryway) so that all members were not sitting 'sideways' at the two tables.
  - Larry Wilson mentioned the introduction of 'minimal participation requirements' before membership renewal would be considered for the April/October fee payment dates. This is still to be covered and approved with CED, and will be discussed in a future business meeting.

2004-03-11	Matt G	??	<ul style="list-style-type: none"> <li>- • Always start the meeting on time</li> <li>• President needs to remember to ask for approval of the minutes of the prior meeting</li> <li>• Smile when you are speaking in front of the group – it helps promote what you are saying</li> <li>• Table Topics Master: try to avoid calling on the following role players: speech evaluators, toastmaster, timer, Ah counter</li> <li>• Your arms -- while speaking: try not to clasp them, either in front or behind you. Put them at your sides. Gestures with them will come naturally.</li> <li>• Joke Master – be wary of a time limit of 60 seconds maximum</li> <li>• Eye contact: it is important that you connect with your audience. Try to catch each person's eye for 2 – 3 seconds.</li> <li>• Toastmaster – try to memorize the introduction instead of reading them. Also, assure that you can correctly pronounce the speaker's name.</li> <li>• Personal feedback – pass it to the speakers after the meeting. Continue with the written feedback that we are currently doing.</li> <li>• Applause – do it energetically and continue it until the speaker is in position at the lectern.</li> <li>• Speakers – never say "Thank You" at the end of your speech. When you are finish</li> <li>• Enunciation – speak clearly enough that you pronounce the ending letter/sound of</li> <li>• Lectern – always "pass" the lectern with a handshake to the next person about to s</li> </ul>
2004-03-18	Philip R	??	<ul style="list-style-type: none"> <li>- • When speaking, remember to project from the diaphragm, as it will make your voice carry further.</li> </ul>
2004-03-19	???	??	<ul style="list-style-type: none"> <li>- • The Word Master provided an insight into why the word was chosen - - this added a personalized touch to the role and significance to the word.</li> <li>• Having the Evaluator of a speech read the speech goals as part of an introduction is a wonderful way to start off.</li> <li>• When doing Table Topics, say the question first, then pick the person.</li> </ul>
2004-03-23	Philip R	??	<ul style="list-style-type: none"> <li>- • Always remember to smile when up at the lectern.</li> <li>• Be sure to speak to the back of the room – particularly when large and/or crowded</li> </ul>
2004-03-25	Markus L	??	<ul style="list-style-type: none"> <li>- • When speaking, remember to project from the diaphragm, as it will make your voice carry further.</li> </ul>
2004-04-01	Bill L	??	<ul style="list-style-type: none"> <li>- • Comfort level with the room positioning has increased.</li> <li>• Podium stand is now well behaved and useful.</li> <li>• Good transitions from each role.</li> <li>• Commends the highly useful 'meeting flowchart' on the podium.</li> <li>• Club appears to be doing fewer 'ah/um/er' filler words and is appropriately pausing instead.</li> </ul>
2004-04-08	???	??	<ul style="list-style-type: none"> <li>- • Getting much better at lectern hand-off. Whenever it is forgotten, simply acknowledge and continue, don't worry about coming back up to the front to shake hands.</li> <li>• Everyone is getting better/more comfortable with using the word of the day. It is getting used often and frequently. Good job!</li> <li>• Remember to choose Table Topic speakers from the pool of people not currently assigned to a role, and then move into the assigned role-players. This gives everyone who attends an opportunity to speak.</li> <li>• Table topics can usually run until 12:15pm without impacting the agenda.</li> <li>• Generally speaking the meetings start a few minutes late.</li> <li>• Several of the roles help improve listening skills [Word/Ah/Grammar, Quiz, Evaluator]- this is a good thing, everyone should try one out, as listening skills are equally important to speaking.</li> </ul>

2004-04-15	Robert M	??	<ul style="list-style-type: none"> <li>- • started 3 minutes late (we usually start a couple of minutes late)</li> <li>• ended 5 minutes late</li> <li>• need to keep applauding until the handshake occurs at the lecturn</li> <li>• Vote Counter should announce only the winners but keep the count silent/secret</li> <li>• since the toastmaster says the name of the prepared speaker and the name of the speech, the prepared speaker need not repeat that at the beginning of the speech</li> <li>• table topics did not resolve the 'what are we missing' set up by the first speaker</li> <li>• Ah Counter needs to bang the gavel and repeat the sound made for the speakers that indicated that they want that feedback</li> </ul>
2004-04-22	Tawanda M	??	<ul style="list-style-type: none"> <li>- • When giving an opinion, always take yourself out of the picture and think of the ways a suggestion would benefit the club</li> </ul>
2004-04-29	Joelle M	??	<ul style="list-style-type: none"> <li>- • Be sure to start the meeting on time.</li> <li>• Clapping until lectern is handed over- the group is getting more comfortable with this behavior.</li> <li>• Be sure to switch all pagers/cell phones to vibrate or turn them off.</li> <li>• Evaluators as a whole did a great job of speaking more to the group than exclusively to the person being evaluated.</li> <li>• It is not necessary for a speaker to thank the group after giving a speech.</li> <li>• AH Counter needs to be mindful to be in the listening mode as per the duties of that role.</li> <li>• Good job of handing the podium off. Handshakes transitioned smoothly.</li> </ul>
2004-05-06	Dean B	??	<ul style="list-style-type: none"> <li>- • Meetings don't start on time.</li> <li>• Enjoyment had by all!</li> <li>• Be mindful of staying in one spot while speaking.</li> <li>• The next nomination committee will have plenty of experience for how to organize and flow an election.</li> </ul>
2004-05-13	Larry W	??	<ul style="list-style-type: none"> <li>- • Meeting started late.</li> <li>• The group is getting comfortable and the interaction between members is increasing.</li> <li>• Meeting flow is becoming smooth and second nature. First time no real glitches to the flow.</li> <li>• Everyone is applauding appropriately in timing and length.</li> <li>• Be mindful of standing in one spot. Everyone has hand gestures down, but many are still rooted to a single spot instead of moving around.</li> <li>• When conducting table topics, try not to call upon the main speakers (or evaluators).</li> <li>• When evaluating, be sure to speak to the group, even though the evaluation is about a specific person.</li> </ul>
2004-05-20	???	??	<ul style="list-style-type: none"> <li>- • Started slightly late (barely 1 minute however)</li> <li>• Speakers- no need to apologize for using your notes, especially on the first few speeches.</li> <li>• Toastmasters – whenever guests are present, review each of the roles/duties so the format is made clear for the visitors.</li> </ul>
2004-05-27	Jeanine M	??	<ul style="list-style-type: none"> <li>- • Meeting started ON TIME!!!!!!</li> <li>• Everyone is getting comfortable with speaking and roles</li> </ul>

2004-05-28	Ted T	??	<ul style="list-style-type: none"> <li>- • Some confusion about start time- 11:30 or 11:20. The meeting started late.</li> <li>• Evaluations are valuable tools for improvement. <ul style="list-style-type: none"> <li>o Helps speakers find out what was done best- good practice for the evaluator to positively comment on two things that went well.</li> <li>o Evaluators should give positive comments about what could be improved (one or two things)</li> <li>o Always important to give encouraging words at the end- helps make it a fun and enjoyable experience.</li> </ul> </li> <li>• Something that has been seen at other meetings is a larger comment pad for audience evaluation and feedback.</li> </ul>
2004-06-03	???	??	<ul style="list-style-type: none"> <li>- • Meeting started slightly late &amp; ran slightly late.</li> <li>• Everyone is definitely loosening up and having fun!</li> <li>• Slight problem with room lighting, but fixed quickly.</li> </ul>
2004-06-10	Debbie P	??	<ul style="list-style-type: none"> <li>- • Business portion of the meeting handled efficiently</li> <li>• Most all speakers are showing enthusiasm and using good voice inflection. Some could still do better</li> <li>• Both speeches were very good, especially for both being only their second speech</li> <li>• Usage of notes by the speakers were minimal</li> <li>• Table Topics Master needs to watch who to select. Try not to select the speech evaluators and the toastmaster</li> </ul>
2004-06-17	Vasuki B	??	<ul style="list-style-type: none"> <li>- • The meeting room was totally setup properly by 11:10 am</li> <li>• Pre-meeting emails to keep everyone informed are keeping all members up to date with changes</li> <li>• The meetings are well organized</li> <li>• A flow chart for each of the roles would be helpful in some cases</li> <li>• The meetings are still starting a bit late. Today, it was because the Sergeant-at-Arms, also the General Evaluator, forgot to watch the clock</li> <li>• All role players did very well. Some were performing their roles for the first time: Debbie, Dean (all three roles), Iona, Jeanine, Vasuki</li> <li>• The visual aids by the two speakers were good</li> </ul>
2004-06-24	???	??	<ul style="list-style-type: none"> <li>- • Continue making efforts to start on time.</li> <li>• The participant size is remaining strong; it's good to see so many consistently showing up!</li> <li>• Inclusion of guest in Table Topics is a great thing! Definitely should continue doing this!</li> <li>• The group as a whole is improving a lot!</li> <li>• When evaluating, leave them on a high note- make mention of their strongest asset. Also, be sure to have a little variety when evaluating, mix it up a bit.</li> </ul>
2004-07-01	Kim M	??	<ul style="list-style-type: none"> <li>- • Be mindful of the clock- the meeting started late. Someday we'll get there, but let's remember to arrive early, ensure everything is ready to go when we arrive.</li> <li>• Always ensure your phones, pagers, etc are turned off or set to vibrate during the meeting.</li> <li>• If life gets in the way of your speech, always remember to get your replacement lined up as soon as possible, notifying the Toastmaster or a club officer if you are unable to find your own replacement for a speech or role.</li> </ul>
2004-07-08	Dean B	??	<ul style="list-style-type: none"> <li>- • Everyone is getting very comfortable with the roles and timings, it should be easily possible to have all non-role performing members up for table topics.</li> <li>• We should actively be getting a greater amount of the members to participate.</li> <li>• The meetings still are starting late- perhaps amending the club by-laws to indicate official meeting start time is 11:32am ?</li> </ul>

- 2004-07-15 Larry W      ??
- • The meeting started on time. That is a rare occurrence for this club.
  - The word of the day was well placed so that both the audience and the speakers could see it. Excellent. The Word Master needs to remember to bring tape to the meeting to post the word.
  - The Toastmaster of the meeting had a flawless performance. Everything ran as it should. She even picked on one item that the General Evaluator forgot to do. Excellent job at being alert and keeping charge of the meeting.
  - Table Topics were fun. (It was a picture that the speaker needed to develop the newspaper story that went with it). However, it was noticed that all five speakers took anywhere from 20 to 60 seconds just to get started. Future note for Table Topic Masters – select something that most people can begin speaking to within a short amount of time. If you see that the speakers are having a hard time getting started, do something different with your questions.
  - Cell phones, pagers, etc. going off continue to be a distraction for both the speakers and the audience.
  - Evaluators – remember to talk about the speaker being evaluated in the third pers
  - Until the club decides to have the manual speech objectives read as part of the m
- 2004-07-16      ???      ??
- 2004-07-22 Eric S      ??
- none recorded
  - • Table Topics Master should not ask for volunteers. Only the guests should be asked if they wish to participate. Otherwise, the TTM only need be aware of the role players to avoid calling (e.g. speech evaluators, the toastmaster, etc.).
  - Despite the numerous agenda changes as well as the last minute room change, everyone stepped up to help. Great job!
  - When replying to the email of the toastmaster for open roles, try to reply to just the toastmaster instead of to the entire club. The toastmaster, being in charge of the meeting, can decide who will fill what roles. A final agenda can be sent out and/or bring copies to the meeting [which is always a good idea anyway in case there are guests]
  - Ideas for meeting changes should go to the President for a later vote. This comment refers to a remark made by the second speech evaluator who said that, for the advanced manuals, the toastmaster should prepare the audience for the speech. [The intent of the remark was that the speaker should have the toastmaster, during the introduction of the speaker, to give the audience any special instructions. These instructions should be used to prepare the audience of a
- 2004-07-29 Paul C      ??
- • The meeting started on time.
  - A couple of members arrived late to the meeting. In fact, they arrived while the first prepared speech was in progress. The late arrivers handled it in the least distracting manner possible – they first stood in the back of the room then quietly took a back row chair. After the speech concluded, they moved on into the room. Great job!
- 2004-08-05 Tawanda M      ??
- • Meeting started late because the Sergeant-at-Arms forgot to bring the club supplies.
  - Toastmaster's invocation went a bit too long. There is no time limit for this, but be cognizant of the time used.
  - Two gifted speakers today. Matt taught us to step out of our comfort zone. Kim reminded us of what women still must deal with in our society.
  - General Evaluator was unprepared.
  - Toastmaster should remember to bring extra hard copies of the agenda to the meeting.
  - All speakers are showing more presence and comfort in front of the group.

2004-08-12	Debbie P	??	<ul style="list-style-type: none"> <li>- • The meeting was fun because it was so different. Because things seemed confused and on edge at times, not necessarily knowing what was going to happen next, it added to the meeting. We are learning and we will improve for the next contest.</li> <li>• One person being both a contest judge and playing an important meeting role (eg. General Evaluator) is tough. Limit meeting participation of judges to either minor meeting roles or no roles.</li> <li>• Speakers need to remember to speak to the back of the room. Sometimes the end of sentences got mumbled.</li> <li>• Because the club supplies were late in arriving, it caused the meeting to start late. It also caused quite a bit of distraction while the first speaker was speaking.</li> <li>• The Toastmaster needs to give the speech title loudly and clearly.</li> <li>• At the beginning of the meeting, we forgot to recognize our special guests, Matt Danda and Donna Power, who are members of the DST TNT club. They served as contest judges.</li> </ul>
2004-08-19	Bill L	??	<ul style="list-style-type: none"> <li>- • Is there a better way to pass the ballots?</li> <li>• The Toastmaster of the meeting was organized and the meeting started on time. It helped that the same person was the sergeant-at-arms, the presiding officer and the toastmaster.</li> <li>• Good enthusiasm in the group.</li> <li>• Table topics was creative.</li> </ul>
2004-08-26	n/a	n/a	- none
2004-09-02	Matt G	??	<ul style="list-style-type: none"> <li>- • The meeting started 4 minutes late, probably waiting for latecomers. We should start the meeting on time and figure out who will fill necessary roles later.</li> <li>• The club is getting confident about meeting roles. This does a good job of selling the club to guests. However, we should include why the roles are performed.</li> <li>• As a future business meeting agenda item, we should discuss how the club wants to handle speaker introductions. The introduction gives recognition to the speaker.</li> <li>• The toastmaster followed up well in acknowledging the speakers, but each speaker should be acknowledged separately at the end.</li> <li>• The toastmaster should talk with the speakers beforehand so the introduction can relate the speech to the audience.</li> <li>• Table Topics is always fun, but speakers need to carefully selected. The following roles should not be selected: Evaluators, Timer, Vote Counter, AH Counter, Toastmaster, Speaker</li> </ul>
2004-09-09	George L	??	<ul style="list-style-type: none"> <li>- • The meeting started 4 minutes late, probably waiting for latecomers. We should start the meeting on time and figure out who will fill necessary roles later.</li> <li>• The club is getting confident about meeting roles. This does a good job of selling the club to guests. However, we should include why the roles are performed.</li> <li>• As a future business meeting agenda item, we should discuss how the club wants to handle speaker introductions. The introduction gives recognition to the speaker.</li> <li>• The toastmaster followed up well in acknowledging the speakers, but each speaker should be acknowledged separately at the end.</li> <li>• The toastmaster should talk with the speakers beforehand so the introduction can relate the speech to the audience.</li> <li>• Table Topics is always fun, but speakers need to carefully selected. The following roles should not be selected: Evaluators, Timer, Vote Counter, AH Counter, Toastmaster, Speaker</li> </ul>
2004-09-16	Paul C	??	<ul style="list-style-type: none"> <li>- • The meeting started on time – good job!</li> <li>• We accomplished everything on the agenda.</li> <li>• We used proper Toastmaster’s protocol, and maximized participation. The table topics master knew who was available to speak, and did not tax people who were otherwise involved in the meeting.</li> <li>• The evaluators were positive and encouraging, specifically pointing out the speaker’s strengths and improvements</li> </ul>

- 2004-09-23 Ted T      ??
- • The meeting started on time.
  - We accomplished everything on the agenda.
  - We used proper Toastmaster's protocol, and maximized participation. There were some side conversations, but they did not distract from the meeting.
  - The evaluators were positive and encouraging, specifically pointing out the speaker's strengths and improvements.
  - We had fun, treated each other with respect, and were positive and supporting.
  - We should be careful of our words. We don't really turn the meeting 'over' to someone, we turn 'control' of the meeting to someone.
- 2004-09-30    ???      ??
- • The meeting started on late. This was due to a company-wide production issue that came up this morning. Several of the club members are involved in the clean-up efforts. Fortunately, our club members are flexible and can easily, and willingly, step in to fill roles as needed.
  - We stayed track with the agenda. This was the club's first four-speaker meeting.
  - Per Joelle's recommendation, the General Evaluator gave the meeting evaluation report before calling for the various role reports (eg. Word Master, Grammarian, Ah Counter, Vote Counter). This allows the Ah Counter and Grammarian to include the report by the General Evaluator. Excellent idea, Joelle.
  - For the speakers that run over their allotted time length (two of the four speakers today went over time), it could be because of the heavy dependency on written/typed notes. Yet another incentive to not rely on notes when giving a speech.
- 2004-10-01 Larry W      ??
- • The Toastmaster did a good job of handling all of the agenda changes as the meeting began.
  - The reading, by the Toastmaster, of the speech objectives before each speech was useful.
  - The Toastmaster needs to remember the correct names of the role players.
  - Word Master needs to remember to bring scotch tape or some means of posting the word of the day so it can be seen by the speakers.
  - The Table Topics Master might select and read a slip of paper then call on the topic speaker. This way, the audience finds out what the topic question or item is before the speaker begins.
- 2004-10-07 Dianne T      ??
- • Meeting started on time.
  - All members participated today (however, the guest, John Cooley was not included – bad oversight!)
  - More members at the meeting (today was the second lowest attendance ever for a regular club meeting)
  - Club has fun, the Toastmaster added jokes throughout the meeting to help continue the fun
  - Speeches were interesting
  - As someone is approaching the lectern, the clapping dies down to just a couple of members still clapping when the handshake occurs. Suggestion: keep clapping until the handshake occurs.

- 2004-10-14 Bill L      ??
- • Toastmaster: Good management and coordination, particularly of the several last-minute changes
  - Timer: Proper use of timer and flash cards.
  - Grammar/Ah Counter: Good reporting and management
  - Table topics Master: Very creative approach. Members had fun with the political slant to his approach. Recent news events allows participants to have information that could be added to speech. Consider this type of table topic approach in the future!
  - Speech #1: Outstanding. Very effective with the details. Managed the emotions remarkably well. Kudos the last minute fill-in. Could have provided a better initial outline to the speech.
  - Evaluator #1 - Good job, very specific with observations and comments. Gave credit where credit due. Considered the speaker's experience level.
  - Speech #2: Good speech selection. Quickly brought home the diabetic condition, as well as health concerns and suggestions for those that are not diabetic as well. Very, very good structure, and wrap-up.
  - Evaluator #2 - Good evaluation, very specific with complements and suggestions, and gave consideration to the speaker's experience level.
  - Joke Master: Good joke.
  - General Evaluator needed to use the flowchart.
  - Suggest that all speakers not chew gum while talking.
  - Overall: Meeting started on time, fairly well organized. Ran over a few minutes.
- 2004-10-21 Dawn S      ??
- • The General Evaluator felt unprepared (her chance to get in the word of the day). It was her first time handling the role.
  - The club members seems extra upbeat today. Was something in the coffee?
  - Liked the procedure for accepting a new club member.
  - Some members who came in late were a bit distracting.
  - Table Topics was really fun.
- 2004-10-28 Kim M      ??
- • The meeting started five minutes early (that is a first for this club). This cause some confusion for people arriving just at the regular starting time.
  - When speaking, remember to have near your beginning the phrase "Fellow Toastmasters and Guests". This gives recognition to all.
  - When others are speaking, watch making noises in the audience. It disturbs the speaker. This has happened two weeks in a row.
  - The changing of rooms (BW08A to BW404) was handled well.
  - Good flexibility in the switching, and switching back, of some roles due to people being absent and or arriving after the meeting started.
  - Table topics were interesting.
  - When you arrive or depart from the lectern, you "own the lectern". Pass it off with a handshake.
  - An area for improvement: speech evaluators do not have to go straight from the book and read every item in the book.

- 2004-11-04 ??? ??
- • Meeting started on time (took us several months, but we finally got to this point)
  - Business section of the meeting went smoothly, no awkward transitions
  - Thank you to Wade Freeman. He involved the audience very well with his presentation. He made several good points.
  - Table Topics were very creative as Eric always does. They made the speakers really think. Suggestion: use a different scenario between speakers so they do not know their subject.
  - The audience had more fun than normal today. Lots of laughter. The camaraderie within the group continues to grow. When talking to potential new members, bring up that point.
  - For those potential guests who respond “I don’t do presentations”, suggest to them that conference calls are also a presentation.
  - A group that we should be targeting within the company are officers and directors. These people within DST do the most presentations. Once they are members, they will spread the word among their departments.
- 2004-11-11 Larry W ??
- • Another group was in the room until 11:30 am (the club’s meeting start time), thus, we were kept out of the room until the last minute. This group is booked the second Thursday of each month. (thanks, Jeanine, for that information). Everyone did well at getting setup and settled quickly.
  - Several agenda changes happened at the last minute. The Presiding Officer, our VP of Education, told of the changes during the business meeting. Agenda change announcements should be the responsibility of the Toastmaster of the meeting.
  - Everyone seems comfortable with the duties of their roles. The meeting runs smoothly because of that knowledge.
  - As a speaker, if you have special setup needs (eg. tables moves, boards setup, lectern moved, etc.), then before the meeting tell the Sergeant-at-Arms or the Toastmaster so preparations can be done to minimize the setup time when you actually go up to the front for your speech.
  - Iona has a wonderful way of giving good tips to the audience. Question: can people also be infected with SpyWare, thus, feel like they are sluggish?
- 2004-11-18 Larry W ??
- • The meeting started on time. The club has finally gotten into a pattern of starting on time. For months we started late practically every meeting.
  - The Toastmaster, Robert, did a good job in the role. He used no notes while at the lectern.
  - When the Word Master tells the word to the audience then goes to post it, the Toastmaster should quickly return to the lectern. This is so the lectern is not left alone (one of those Toastmaster protocol things).
  - This was Geri Torres’ first time to be an evaluator. Her comments during the General Evaluation section of the meeting was that members who have given only one speech should not be giving evaluations. A recommendation from International is that members should wait until they have given three speeches before giving an evaluation. Great reminder from Geri to the VPE’s – make sure evaluators are qualified/trained before assigning them to the role.
  - Neither of the two evaluators gave, during their speaking portion of the meeting, anything that their speakers could do to improve.

- 2004-11-25 Robin R ??
- • The meeting started six minutes late. This was due to the floor/room change, no one brought the supplies box thus it had to be retrieved from BW08A (where another meeting was in progress), and people were late arriving to the meeting (including the presiding officer who was in a meeting prior to our meeting). The meeting ran that late too.
  - It was a small group today (nine people) but was still a good meeting.
  - Toastmaster handled well the several changes for role assignments.
  - All prepared speakers, evaluators and table topic speakers should remember to include, near the beginning, the phrase “Mr./Madame Toastmaster” (or the role title of whoever introduced you), “Fellow Toastmasters and Guests” . This is a formality that lends importance to the occasion.
  - Speeches today were good and the table topics were fun.
  - We are lacking in speech introductions. For long-time members, the introduction could explain a bit about the speakers objective of the speech and/or why hearing the speech will benefit the audience.
- 2004-12-02 Tawanda N ??
- • Speakers are getting more comfortable, fewer speech pausers, moving around more.
  - The Area Joint Club meeting is a great idea. It will give all attendees a broader perspective within Toastmasters.
  - The invocation, “Reflection” (written by Dianne Terry), was wonderful and appreciated. All of the speakers today spoke of it in some fashion.
  - Meeting started on time.
  - Late arrivals were not distracting. We are getting better at handling that. The speakers did not seem distracted.
  - Evaluations gave useful feedback to the speakers.
- 2004-12-09 Eric S ??
- • The titles of speeches might be misleading, thus, an explanation might be necessary
  - The meeting started on time
- 2004-12-16 Iona M ??
- • Meeting seemed quieter than usual today (only 9 members plus one guest).
  - All ran smoothly. Given all of the last-minute notices of role players not attending, it was all taken care of quickly and efficiently.
  - Kudos to the members who wore several hats today (ie. did more than one role). It is great that they are willing to take on the extra responsibility.
  - Got some good tips from the one prepared speech.
- 2004-12-17 Robert M ??
- • Started five minutes late. Partly due to holiday festivities and being in a room different from the normal club meetings.
  - The Toastmaster of the meeting and the VP’s of Education should decide how to work out the differences between the clubs for the meeting roles and flow
  - Impressive how speeches by Jan and John were basically on the same subject – kidney donors. The two speakers had no idea the other was going to speak on that subject.
  - On the agenda, be sure to include the speech manual and the speech project number for all speeches.
  - Liked having the speech evaluators read the speech objectives before the speech is given.
  - Allow just a minute between speakers to give the audience a chance to write feedback to the speaker just heard.
  - Liked how, after each speech, the Toastmaster made some comment that tied in very well with the speech just heard.
  - Good job by all. Very enjoyable meeting.

- 2004-12-20 Tawanda N ??
- • SAA introduced the Toastmaster instead of the presiding officer.
  - Meeting flow went well.
  - Speakers getting more comfortable, less shaking of hands and standing in one spot.
  - Speeches today were educational in nature. All were good.
  - Toastmaster did well to tie in the first speech with the word of the day.
  - When the speakers receive an evaluation, the speaker being evaluated should refrain from talking out loud. The talking may distract the evaluator plus takes up the “being timed” speech by the evaluator (which could cause the evaluator to go over the allotted time of 2 – 3 minutes).
  - Evaluations were encouraging. This is noted that speakers are using feedback from previous speech evaluations.
- 2004-12-30 Larry W ??
- • Late start due to the confusion of who was playing what roles. Only six members showed up today after lots of last-minute cancellations.
  - The speaker (Paul) made sure we sat in a certain arrangement. This was one of his visual aids for his speech as he was pointing out the different sections of an orchestra.
  - We determined that a useful meeting CAN be held with as few as six people – but that is about the absolute minimum. Everyone there thought it was a fun meeting.
  - The SAA (Markus) will make sure that scotch tape is in the SAA box. This can be used for those Word Masters that forget to bring their own tape.
  - No voting today for best speaker and best evaluator since only one of each. No voting for best table topics since everyone but the topics master did two table