

## ANNOUNCEMENTS BEFORE MEETINGS

<b>Mtg Date</b>	<b>Presiding Officer</b>	<b>Comment</b>
2004-01-08	Larry W	- Suzanne Conaway, District Governor, mentioned Toastmaster Leadership International (TLI) session for Club Officers (complete with prizes to clubs who had all officers in attendance). The classes are being held on January 31, 2004 - 8:30am Kansas City at Black & Veatch. 11401 Lamar. Bring \$3 to pay for materials and breakfast snacks. Bring an additional \$5 if you wish to purchase lunch. Additionally, she stated that the afternoon portion provided several classes that anyone could attend. Some class topics were: "Storytelling" and "Enhanced Brainpower".
2004-01-15	Larry W	- Show of hands of people interested in the Jan 30 / Feb 14 TLI training
2005-01-22	Larry W	- • Larry Wilson covered the possibility of a joint meeting with the other Toastmaster Club (TNT). It was agreed upon that a joint meeting for the two clubs was feasible. EN03 meeting space was booked for the following dates: 03/19, 05/28, 07/16, 10/29 and 12/10 [all Fridays] from 11am – 1pm for this purpose. Still to do: designate/recruit someone to handle coordination for each of the meetings. • Larry Wilson requested everyone visit <a href="http://servbert2/">http://servbert2/</a> and email him if they were unable to access the site. This was a proposed temporary site until an official location can be generated.
2004-01-29	Larry W	- • The Toastmaster Leadership International (TLI) training is being held at Black & Veatch, 11401 Lamar, Overland Park , KS on Saturday, January 31, 2004. Registration: 8:30am – 9:00am (\$3). Morning Session: 9:00am – 12:00pm / TLI Training. Lunch: 12:00pm – 1:00pm (\$5). Afternoon Sessions: 1:00pm – 4:00pm [?] Various Speaker Training – Storytelling, Critical Thinking, etc.
2005-02-05	Larry W	- none
2004-02-12	Larry W	- none
2004-02-19	Larry W	- none
2004-02-26	Larry W	- none
2004-03-04	Larry W	- none
2004-03-11	Larry W	- none
2004-03-18	Larry W	- • Have the general evaluator call upon the vote counter, timer, word/ah/grammarian reports during the evaluation portion – at least for the reports. • Allow certain roles [timer, grammarian, etc] the opportunity to explain what they do, before the meeting begins. • Liked the interactivity during evaluations of Bill/Larry as well as the personable-ness of Iona/Tawanda – gave the meeting a sense of camaraderie. • Be mindful of timing and time considerations. • Ensure the Toastmaster has your speech title so they can announce it along with the introduction.
2004-03-19	Larry W	- none
2004-03-23	Larry W	- • Toastmaster / DST@DST President, Larry Wilson, acknowledged and thanked the Charter Party Decorations Committee: Connie Conyac, Melissa Ferguson and Laura Linstra.

2004-03-25 Larry W

- • Initialing Your Manuals: On page 78 of your Communication and Leadership Program manual (aka. the Basic Manual) is a form for you to fill in your ten speeches for your CTM. Normally the VP of Educ. initials each one upon completion. Since we do not currently have a VPE, the president has been initialing each speech. Keep your manual current.

• Membership Renewal: Nineteen members of DST@DST will be renewed on April 1. The following have decided to resign: Jacob Cox, Andrew Maurer and Denese Prince.

• Membership Renewal Policy from CED (short version): DST will pay your initial membership dues and your first renewal dues with no strings attached. Once a renewal has been paid by DST for an associate, you are then required to meet two criteria in order to be renewed in the future. These two criteria are: (1) attend half of the meetings during the six-month period since the last renewal, and, (2) give two prepared speeches in a DST club meeting. Further details will be made available later plus put onto the club intranet web sites.

2004-04-01 Larry W

- • Tips for Role Players: over the past three months, DST@DST developed several tips (many by the General Evaluator) and made several decisions on how certain things should be done for the various meeting roles. Those tips and decisions have been summarized into a single document. You can see them on the club intranet web site under the link called 'Club-Developed Tips for each Meeting Role'. It is suggested that you consult this document for the particular role you will be handling in the next meeting. For the April 1 meeting, a hardcopy will be available. If you have questions or change/additions on any of it, speak up.

• Membership Renewal: on March 30, 16 members of DST@DST had their dues renewed through September 30. Three members were added: Eric, Paul and Debbie. We are under our 20-member goal -- hint, hint -- especially to VPPR and VPM.

• Toastmasters Magazine: the 16 original members should have received their March issue of the Toastmaster magazine. If not, we need to contact Toastmasters International to find out why. Note to Eric, Paul and Debbie: you are probably not on the magazine mailing list yet.

• Timers Report: (Robin and Joelle for April 1) based on feedback heard from the Mar

• Audible Sound (a favorite club topic!): when you arrive at the meeting room, you can

• TLI: for those interested in learning about how a specific club officer position works, or

• Spring Conference: if you are interested, District 22 has their Spring Conference on

2004-04-08 Larry W

- • TLI June 12: for those interested in learning how a specific club officer position works, or, you are already hold that office (including being elected May 6), the next District 22 TLI training will be on Saturday June 12. It starts at 8:30 am and will probably be at the usual place at Black & Vetch at College and Lamar.

• TLI June 30: same type of officer training as mentioned above. Time and place to be determined.

• Scheduling: thank you to everyone for filling the April and May schedule for meeting roles. My challenge to each of you was to fill all roles at least once by June 30. By the end of May, seven members (Dean, Paul Markus, Tawanda, Robert, Philip and Larry) will have met that challenge. Five other members (Matt, Bill, Joelle, Jeanine and Kim) are just one or two roles short of meeting the challenge. The remaining seven members have three or more roles to fill. Most of June's schedule is open. Hint, hint.

• New Member: we need at least one more club member by June 30 to reach the desired level of 20 members when we start the new Toastmasters year. Anyone know of any prospects? We might be getting Chad Eddins (he's on our notify list).

• Officers Meeting: the club officers will be meeting immediately after the April 8 meet

2004-04-15 Larry W

- • District Bulletins Online: The bi-monthly District 22 bulletins are now available on the District 22 web site (instead of passing it around via email). Go to [www.toastmasters22.org](http://www.toastmasters22.org) and click on the link "D22 Bulletins Archives". You can also click on the appropriate link within our club intranet web site.
- TLI: A number of people have asked what the initials TLI stand for -- Training and Leadership Institute.
- Tips/Reminders for Serving a Role: when you are scheduled to serve in a role in the next meeting, please take a look at the information for your role found in the document on the club intranet web site. The link called "Club-developed Tips for Each Meeting Role". Some roles have been updated since the last meeting. These roles were: toastmaster, table topics master and prepared speaker.
- Rehearsing Speeches: Some members have asked fellow members to help rehearse his/her upcoming prepared speech. This is an excellent idea, and is encouraged, for several reasons:
  - o very low pressure with "retakes" possible
  - o builds confidence for the speaker
  - o allows the non-speaker a chance to practice evaluation skills
  - o the session can be recorded and played back by the speaker
- Feedback: Several members have offered suggestions, ideas, comments and const

2004-04-22 Larry W

- • Audible Pause Feedback: The Ah Counter hitting the gavel for audible pauses -- How do you feel about it as a member of the audience? How do you feel about it as a speaker? If you served as Ah Counter, did you feel that the job was difficult? Email me with your opinion.
- Start the Timer: The Timer is supposed to start the timing when the speaker either utters the first word, or, makes some gesture to the audience (waving of the arms, tap dancing, a bow, whatever).
- Page 78: Look at page 78 of your basic manual (aka. Communications and Leadership). You should have all CTM speeches listed there AND initialed by either the VP of Education or the President. This is proof of credit towards your CTM.
- Club Goals for Second Half of the Year: some items we should consider as club goals for July through December:
  - awarding ribbons for the best speaker, best table topic speaker, best evaluator
  - three speakers in most meetings
  - voting for the "Most Improved Speaker" (it's on our ballots)
  - several members attaining CTM by June 30, 2005
  - all members attending TLI training at least once (it's a requirement for the CL award)
  - speech contests with the winners participating in the area and district contests
  - club attaining "distinguished club" award
  - special/alternative meeting possibilities:
    - o all table topics (2 or 3 table topic masters, everybody speaks)
    - o four or five prepared speakers in one meeting (like April 29)
    - o discussion of officer duties (club, area, division and district)
    - o discuss goals for both the club and individual members
    - o joint meeting some evening with a non-DST club
    - o specific role practicing (e.g. toastmaster or general evaluator or speech evaluator)
  - Credit for Speeches: Did you know that you could receive credit for your CTM speeches (also)
    - alert the VP of Education before the speech
    - no minimum audience requirement but obviously the speech should be given for a specific purpose
    - the speech must meet the manual's minimum timing requirement but can go over the maximum
    - have a fellow Toastmaster at the meeting to do your evaluation and timing
    - the evaluator gives the evaluation after the speech meeting

2004-04-29 Larry W

- • Voting for club officers will be at the next meeting (May 6). It will fill the time slots for the business meeting and the Joke/Quiz Master and one prepared speaker and evaluator and, if necessary, Table Topics. The Nominations Committee (Dean Barker, Tawanda Miller, Jeanine Meier) will run this portion of the meeting. The newly-elected officers will begin serving at the July 1 meeting.
- In the latest issue of Perspectives (March/April 2004), members Paul Crandall and Philip Robinson are both listed as being at DST for 15 years. Congrats for them for their service and endurance.

2004-05-06 Larry W

- • Schedule for Meeting Roles: The schedule for meeting roles is set through the end of June and some into July. Most everyone will have served in every role at least once by the end of June. Some members must wait until July for one or two roles (due to popular demand of the roles). Additionally, everyone's second speech has been scheduled. A document for May - June - July is attached at the end.
- Page 78: This bears repeating -- make sure you are getting page 78 of your basic manual (aka. Communications and Leadership) initialed by the VP of Education after each prepared speech completed.
- Club Dues: The club Treasurer will be reminding those members who have yet to pay the \$5.00 club dues (covers July 1 to December 31), See Treasurer Philip Robinson to pay your dues (or he will find you !!!). These monies cover the club costs for ballots, a file holder for club papers and supplies, and, speaker award ribbons (which the club has voted to start awarding starting July 1).

2004-05-13 Larry W

- • TLI: for the new officers, part of your duty is to attend the TLI training. Two sessions are available: Saturday June 12 at Black & Veatch (114th and Lamar) registration starting at 8:00 am, and, June 30 (details available later). All Toastmasters members are welcome to attend TLI. You could attend the session for a club office you may want to hold someday. Cost is \$3.00.
- Club Web Site on DST@Work: hopefully you have used the DST@Work link (Philip sent it in the last minutes) to access the club web site. This site is where you find the schedule, role duties, various templates, etc. If you cannot access the site, please speak up.
- Roles and Duties: as we make the transition towards the new officers taking over starting July 1, we are determining which office/role should handle which duties. Each time you are assigned a meeting role, please review the role on the club web site document found at the link called "Club-developed Meeting Role Tips". This document changes after each meeting as the club makes decisions and as the general evaluator makes his/her report.
- Toastmaster of the Meeting: if you are the toastmaster for the next meeting, it is you

2004-05-20 Larry W

- • Publicity: DST@DST and DST TNT are both at 19 members. We need to at least get that 20th member by June 30. In conversations with CED, we determined the Do's and Don'ts of TM publicity within DST. The only "Don'ts" are emails to all KC associates and CED showing TM favoritism over anything else they offer. What we can do includes:
  - o word of mouth or emails to specific individuals or groups
  - o club members bring guests to meetings
  - o club members give a TM presentation to various DST groups/depts (note: this might qualify as a CTM speech)
  - o any other means we can come up with (Perspectives article, flyers, 60 Minutes story, etc.)
  - o develop a handout that CED gives to all attendees of their Power Presentation class
- As in all TM clubs, bringing in new members is a responsibility of all TM members. The incoming VP-PR of both DST clubs will have a new challenge the clubs did not face during the first six months.
- Speech Contests: DST TNT is interested in having speech contests (speaker, table topics, evaluator) to send representatives to the area, division and district contests

2004-05-27 Larry W

- • Speech Contest Judges Training: The afternoon session of TLI includes training for speech contest judges. All club members interested in attending are welcome to do so. This is especially useful if you want to participate in a speech contest in the future (you learn what the judges look for in the contestants).
- Voting for the Best: Kim Myers and Larry Wilson will attend the TLI speech contest judges training. Once this training is complete, the club will receive the basic criteria of speech contest judges. This criteria should be used by all when casting ballots during a regular club meeting for the Best Speaker, Best Table Topic Speaker and Best Evaluator.
- Page 78 of the Basic Manual: double-check page 78 of your Basic Speech Manual to assure you get the appropriate credit for your speeches. Each speech must be, and can only be, initialed by the VPE (preferred) or President.
- Officers Meeting: The outgoing and incoming officers will meet after the regular meeting of June 3. The purpose of the meeting is to ensure a smooth turnover of duties.

2004-05-28 Larry W

2004-06-03 Kim M

- Joint meeting between DST@DST, DST TNT and Boulevard Boasters (DST)
- • Club Members Survey: A survey tailored specifically to our club has been developed. All answers can be circled, thus, it should go quickly. The survey will be used to assist the new officers. It will be passed out at the beginning of the June 3 meeting. Hopefully, it is turned back in by the end of that meeting
- The Challenge of the Roles: everyone is to be commended for their participation in my challenge to each of you. The challenge was to have every member perform every meeting role at least once during the first six months. That will be accomplished by the end of July. Doing every role should help dispell any nervousness anyone may have about any roles. As with so many things in life, once you have done something, it seems easier after that. Congratulations, and thank you. Bonus: except for our two new (very recent) members, Dianne and Ted, every club member has been voted "best" in at least category.
- Member Mentors: a normal procedure of a Toastmasters club is to assign a club mentor to each new member. This mentor helps the new member "get up to speed" with the various functions within the club meetings. The mentor answers questions, of
- Officers Meeting: This is a reminder to the officers (both incoming and outgoing) -- \

2004-06-10 Kim M

- • Starting July 1: as a reminder, the following begin with the July 1 meeting:
  - o the new officers assume their office duties
  - o the six-month club dues of \$5.00 period starts
  - o speech time limits will be used to qualify/disqualify speakers for voting for "The Best"
  - o ribbons, paid for by club dues, will be awarded to the speakers voted "The Best"
- TLI: TLI is this Saturday at 114th and Lamar. All Toastmaster members are welcome to attend. Registration starts at 8:30 am. \$3.00 per person. All of the newly elected officers plan to attend the training sessions. If so, the club will be recognized and receive a door prize. All but one of the Boulevard Boasters officers plan to attend. About half of the TNT officers plan to attend.
- Distinguished Club: five points of a possible ten are needed to be awarded a Distinguished Club award. The five or six points that DST@DST can achieve by June 30, 2005 (next year) are:
  - Speech Pauses: this is not about what you may be thinking. Periodic one-to-two-second pauses in a speech are a good thing to include. They actually give the listener a chance to process/absorb what you just said. A speech that runs on without
  - Roger Manning: District 22's International Speech winner, Roger Manning, was at the

2004-06-17 Kim M

- • Survey Results: Attached are the results of the recent survey of the club members. 15 of the 21 members replied. The officers will use these results as a guideline for changes.
- TLI: All of the newly-elected officers of DST@DST attended TLI on Saturday, June 12. They found the session to be very useful/helpful. Matt Danda, President-elect of TNT, said he got a lot more out of his second TLI than the first one in January.
- July 1 Meeting: The newly-elected officers will be installed by RW Thompson during the July 1 meeting. To allow time for this, Table Topics will be skipped. This ceremony occurs in most club meetings whenever new officers take over.
- Reminder Once More -- Starting July 1: the following begin with the July 1 meeting:
  - o the new officers assume their office duties
  - o the six-month club dues of \$5.00 period starts
  - o speech time limits will be used to qualify/disqualify speakers for voting for "The Best"
  - o ribbons, paid for by club dues, will be awarded to the speakers voted "The Best"

2004-06-24 Kim M

- • Possible Upcoming Changes: based on the recent club member survey, the following changes may be made over the next several months:
    - o additional training on how to do speech evaluations
    - o speech contests in August -- humorous speaker and evaluator
    - o one five-speaker meeting every 4 to 6 weeks
    - o a push to be a distinguished club by June 30, 2005
    - o mentors assigned to new club members
    - o partnering for speech rehearsals
    - o speech objectives told before each manual speech
    - o voting for "The Best Speaker" includes how well the speakers met the manual objectives
    - o special programs (eg. all table topics, doing evaluations) in place of regular meetings
    - o handling of the scheduling to allow members on track for CTM's to get them done sooner
  - Distinguished Club Status: the new L-6 area governor expects DST@DST to be the example leader for the other five L-6 clubs when it comes to achieving the Distinguished Club status for 2004-2005. This means four members need to achieve the CTM award and one member to achieve the ATM award. Also, the club needs to add four new members. The DC status is part of the club success plan administered by
  - Evaluator Training: a training session on how to be a more effective speech evaluator
  - Red, White and Blue Ribbons: did you know you can win one or more special ribbons?
    - o Blue..... help start a new club
    - o Red.....sponsor a new club member, or, help a club build its membership back up
    - o White..... mentor a new club member and help with the first three speeches [this goes]
- These ribbons come from the district lieutenant governor of marketing and are usually these ribbons, see <http://www.toastmasters22.org/modules.php?name=Content&pa=sl>

2004-07-01 Kim M

- • Award Level Goals: if you have yet to do so, begin to think about what award levels (eg. CTM, ATM-B, etc.) you want to obtain within Toastmasters. Also, set a goal of WHEN you would like to achieve your next award level. Example: reach CTM by June 30, 2005. Once you determine your goal, let the President and/or VPE know. This will help in both scheduling and working towards the Distinguished Club status.
- Average Meeting Attendance: the average attendance at each regular DST@DST meeting has been just under two-thirds of the members, 64%.
- Advanced Manual Speech Length: warning: some of the speeches in half of the advanced manuals are from 10 to 20 minutes in length. Some go as much as 30 and 40 minutes. The club will need to make special arrangements for these speeches if a member chooses to give one of them.
- Speech Objectives: we are trying an experiment. The objectives of the manual speeches should be considered when voting for the best speaker. To prevent taking the time to read the objectives aloud during each meeting, the objectives will be included in each agenda. The objectives for the various speeches can be found on the

2004-07-08 Kim M

- • Club Contest for Humorous and Evaluation Events: The area contest for our area, L6, will be combined with Area L2 and is tentatively scheduled for Saturday, August 28. We will share those with the group. If you plan on participating in the club contest, you should be thinking about a humorous speech 5 to 7 minutes in length. I have no idea what the rules for the evaluation contest is at this time, but Larry has requested contest rules for each of the contests. Robin will be scheduling a date for the club contest for a mid-August timeframe. Please be aware if you have committed to entering the contest, you also commit yourself to the potential for the area contest, the division contest and the district contest. Both of these contests end at the district level. If you win club, area, and division, you will be taking a trip to Wichita which is the site for the fall district conference. It is great fun and a time to meet some wonderful people.
- Setting Goals: Robin will need to hear from each of you on your goals. As RW Thompson noted last meeting, we need to have 4 new CTMs, at least 8 new members
- New Members: Each of you should feel free to bring someone you feel would be int

2004-07-15 Kim M

- none

2004-07-16 n/a

- none

2004-07-22 Kim M

- • August 2 Reminder: Evaluation training, 6:30 pm in EN303

- Speech contests:

- o Evaluation -- August 12.

- L Participants: Kim Myers, Tawanda Nicholson, Philip Robinson

- L Contest Master : TBD

- L Contest Judges : Debbie, Robin, 3 other club members

- L Contest Sgt-at-Arms : Vasuki

- L Vote Counter : TBD

- L Test Speaker: Larry

- o Humorous Speech – August 26.

- L Participants : Dean Barker, Matt Gould, Kim Myers, Tawanda Nicholson

- L Contest Master: Larry

- L Contest Judges : Debbie, Robin, 3 other club member s

- L Contest Sgt-at-Arms : Vasuki

- L Vote Counter : TBD

- 2004-07-29 Kim M
- • August 2 Reminder: Evaluation training, 6:30 pm in TH405/406
  - Speech contests:
    - o Evaluation -- August 12.
      - └ Participants: Kim Myers, Tawanda Nicholson, Philip Robinson, Robert Myers
      - └ Contest Master : TBD
      - └ Contest Judges : Debbie, Robin, 3 other club members
      - └ Contest Sgt-at-Arms : TBD
      - └ Vote Counter : TBD
      - └ Test Speaker: Larry
    - o Humorous Speech – August 26.
      - └ Participants : Dean Barker, Kim Myers, Tawanda Nicholson
      - └ Contest Master: Larry
      - └ Contest Judges : Debbie, Robin, 3 other club member s
      - └ Contest Sgt-at-Arms : TBD
      - └ Vote Counter : TBD
  - Members should schedule their speeches for the remainder of the calendar year. This especially goes for those who want to obtain their CTM by June 30, 2005. Contact the VP of Education, Robin Raymond (ext. 35500) to be added to the meeting schedule.
- 2004-08-05 Kim M
- • Evaluation Training session this past Monday was very informative. Eleven clubs were represented.
  - Evaluator Speech contest next week. Four contestants: Kim, Robert, Tawanda, Philip. The various role players, including judges, were set during the meeting today. Larry will give the “target” speech. He needs one of the contestants to act as his manual speech evaluator.
  - Because some members need to get in their two speeches in order to meet the company requirements to have their dues renewed, the club may have one or two five-speaker meetings in August and September.
- 2004-08-12 Kim M
- 2004-08-19 Kim M
- 2004-08-26 Kim M
- 2004-09-02 Kim M
- 2004-09-09 Kim M
- 2004-09-16 Kim M
- 2004-09-23 Kim M
- 2004-09-30 Kim M
- none
  - none
  - none
  - none
  - none
  - none
  - • There is a Pig Roast Saturday 9/25 at Bill Lister’s ranch.
  - • District 22 conference is this weekend in Wichita
  - Joint meeting of the three DST clubs is tomorrow at 11:30 am in EN303.
- 2004-10-01 Kim M
- 2004-10-07 Kim M
- 2004-10-14 Kim M
- none
  - The club Treasurer (Larry) is collecting the \$5 dues from all members. Received so far from: Dawn, Dianne, Paul, Markus and Larry.
  - • The club Treasurer (Larry) is collecting the \$5 dues from all members.
  - A candidate is needed for Secretary/Treasurer for the next term (January through June).
  - The club is diligently working towards being President Distinguished by June 30, 2005. We should meet 9 of the 10 criteria, the one goal missed is a second CL award (since Larry is giving his to his Bluejacket club).
  - Over the next seven months we will be hearing more and more about the district spring conference. Our Division L is the host. Many volunteers are needed and many creative ideas are needed.
- 2004-10-21 Kim M
- • The club Treasurer (Larry) is collecting the \$5 dues from all members. Nine members are still unpaid.
  - Once the next order (in March 2005) is placed for ribbons and ballots (good through September 30, 2005), the club will have around \$40 remaining.
  - A candidate is needed for Secretary/Treasurer for the next term (January through June).

2004-10-28	Kim M	- • Next week is the election of officers for the January to June 2005 period • We have a guest speaker next week, Wade Freeman. Thus, the Table Topics Master will need to watch the time. [Side note: when Wade spoke at DST TNT on October 26, he spoke for 20 minutes]
2004-11-04	Kim M	- • No speakers today due to officer elections and Wade Freeman, director of CED, spoke to the club about ways to help build club membership within DST
2004-11-11	Kim M	- none
2004-11-18	Kim M	- none
2004-11-25	Kim M	- none
2004-12-02	Kim M	- none
2004-12-09	Kim M	- none
2004-12-16	Kim M	- none
2004-12-17	Kim M	- Joint meeting with DST TNT and TST@DST
2004-12-20	Kim M	- none
2004-12-30	Kim M	- none