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**Seattle Sunrise Toastmasters**

**Hybrid meeting: The Rita Koontz Community Room in the U- District WSECU Building – 1121 NE 45th St, Seattle( corner of NE 45th St and 12th Ave NE)- 8:00 am Join Zoom Meeting at** <https://www.seattlesunrisetoastmasters.com/meeting>

**Meeting Agenda**

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| PresidentElliot AllardVP Education Moises Marin  **VP Membership** Aditya Jadhav  **VP Public Relations**  Ahmad Nahhas  **Secretary**  Paula Liu  **Treasurer**  Traci Mangan  **Sergeant at Arms**  Bill Scott  Meeting locations can be found on our website.  **Club Website**  <https://www.seattlesunrisetoastmasters.com>  **Toastmaster International**  [www.toastmasters.org](http://www.toastmasters.org)  **Club Mission**  We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth. | **Time** | **Role/ Agenda Item for [m,dd, yyyy] Theme: YOURS** | **Member** |
| 8:00 AM | Meet & greet, set up and test room | ALL |
| 8:20 AM | Zoom Etiquette by Sergeant at Arms |  |
| 8:23 AM | **President**  Opens meeting, greets guest and introduces a Toastmaster. | Elliot |
| 8:27 AM | **Toastmaster**  The Toastmaster gives meeting theme, opening remarks and introduces the other roles (Grammarian & Timer) |  |
| 8:32 AM | **Speaker #1 Speech Title**:  **Manual-Path / Level / Time:** |  |
| 8:39 AM | 2 mins member evaluation to speaker |  |
| 8:41 AM | **Speaker #2 Speech Title:**  **Manual-Path / Level / Time:** |  |
| 8:48 AM | 2 mins member evaluation to speaker |  |
| 8:50 AM | **Speaker #3 Speech Title**:  **Manual-Path / Level / Time:** |  |
| 8:58 AM | 2 mins member evaluation to speaker |  |
| 9:00 AM | **Table Topics**  Impromptu speaking. The table topics master calls members to delivery  1-2-minute talks on a topic announced right before the member is chosen. |  |
| 9:12 AM | **General Evaluator**   1. Explains and orchestrates the evaluation section of the meeting 2. Introduces each evaluator |  |
| 9:14 AM | **Evaluator #1**  Evaluates speaker #1 for 2-3 minutes. |  |
| 9:17 AM | **Evaluator #2**  Evaluates speaker #1 for 2-3 minutes. |  |
| 9:22 AM | **Timer Report**  Provides timings for table topics, speeches and evaluations. |  |
| 9:24 AM | **Grammarian Report**  Evaluates usage of grammar and acts as the “ah” counter. |  |
| 9:27 AM | **General Evaluator**  Evaluates the Evaluators, Table Topics Master and the whole meeting. |  |
| 9:32 AM | **Toastmaster’s closing remarks**  Returns control to the VP Education |  |
| 9:35 AM | **VP Education reviews and assigns roles for the next meeting** | Moises |
| 9:36 AM | **Club President updates and adjourns the meeting**  Member and guest feedback solicitation about the meeting. | Elliot |