

Meeting minutes of Area Q3 COT July 2011

Written by King Lu, SAA of Nanjing No.1 TMC

Time: July 16, 2011.

Venue: Room 1507, Wuxing Nianhua Building, No. 139 Hanzhong Road.
(Exit #1, Shanghai Road Station, Subway Line 2).

Attendances: Club officers and members from [ALU Smart Speakers TMC](#), [Nanjing No.1 TMC](#), [Cisco One Team \(Hefei\) TMC](#), [Zhenjiang No.1 TMC](#) (Still forming), and [Nanjing HROP TMC](#) (Started forming). [Jerel Bonner](#) (Area Q3 Governor), [Tina Li](#) (Division Q Governor) and [Yingdan Liu](#) (Immediate Past District 85 Governor)

俱乐部委员会是一个俱乐部成功的关键。俱乐部官员培训的目的是让俱乐部新上任官员了解俱乐部的目标，责任和如何实现目标和责任。

2011年7月16日下午13:15，85A大区Q3小区的俱乐部官员第一次培训准时开始。在Q3小区总监Jerel简短致辞后，Q中区总监Tina即开始介绍各俱乐部参加培训的官员。





接着，培训正式开始，Jerel（Nanjing No.1 TMC 前主席）作为第一个演讲者，根据自己参加 Toastmasters 十多年的经验和体会，为大家作了题为“**How to be a Successful Club Officer**”的精彩演讲。



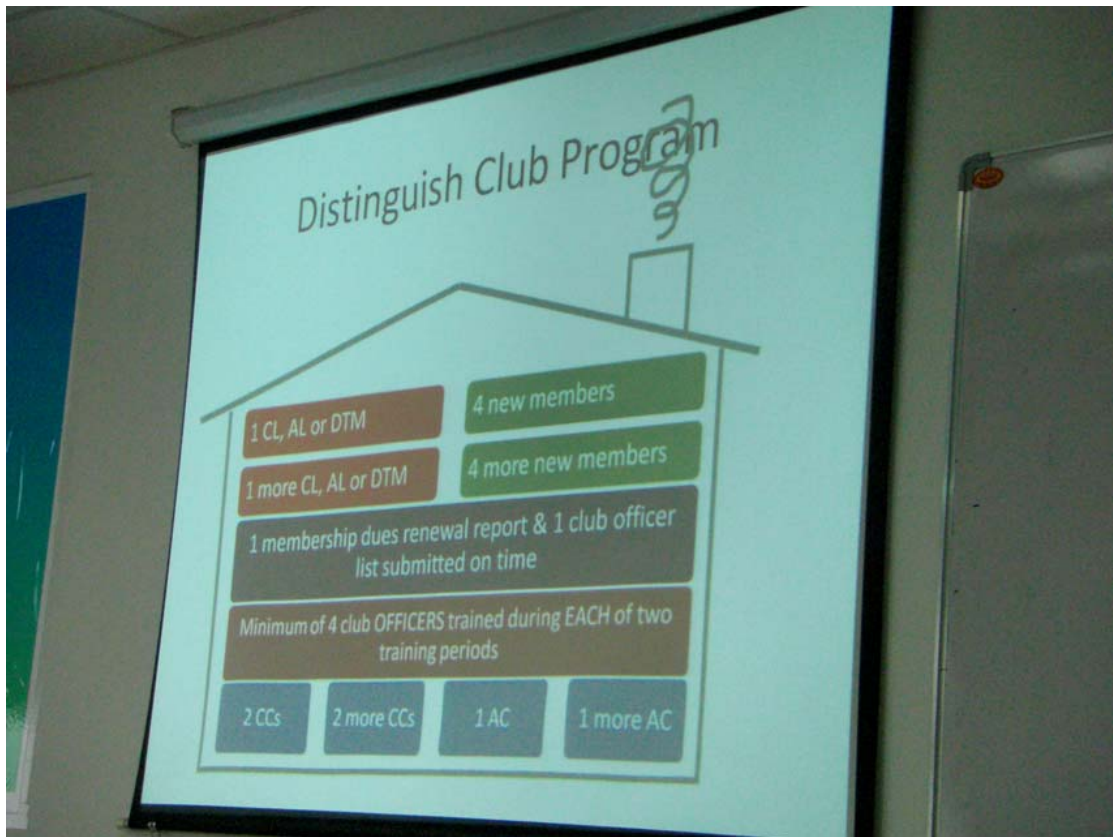
演讲中，他对如何做好 President, VPE, VPM, VPPR, Secretary, Treasurer 和 SAA 给出了自己独到的见解。期间，他不时拿 Nanjing No.1 TMC 官员举例，指出他们对 Nanjing No.1 所作的“贡献”。



前 85 大区总监 Yingdan 特地从上海赶来，为 Q3 小区官员带来题为 **“Achieving Club Success -DCP”** 的演讲。在演讲开始时，她向在座官员提出 **“Why Are You an Officer”** 和 **“How to Measure Your Club Success”** 两个问题，以提高听众的参与度，活跃现场的气氛和引发听众的思考；进而自然地过渡到 **“What is DCP”**；接着她详细介绍 DCP 中 10 个 Goals 和如何更好地实现它们：**4 Communication goals, 2 Leadership Goals, 2 Membership Goals, 1 Officer training goal, 1 Admin goal**。最后，她近乎完美地按照 CC manual 中 C5 Your Body Speaks 和 C6 Vocal Variety 两个演讲项目的要求，惟妙惟肖地为大家讲述了 **“Three Little Pigs”** 的故事，使大家认识到：***DCP tells you what a***

house (club) looks like, but how you build the house is up to you – Vision, Goals, Motivate, Monitor, Achieve





Yingdan 做完演讲后，各俱乐部根据 DCP 分组讨论并制定 Club Goals。

Yingdan 与 **ALU Smart Speakers TMC** 的 David, Deng Li, Lemon, Cuckoo, Jizong, Avil 和 Lulu 讨论制定 DCP Goals。



Nanjing No.1 TMC 的 Annie, Katie, Sabrina, Luca, Bruce 和 Renner 正商定由谁来完成 CC, CL, AC 等 DCP 目标。



Tina 正为 **Cisco One Team (Hefei) TMC** 的 Elaine, Polly, Meric 和 Cane 分享如何制定和实施 DCP 计划。



Jerel 与 **Zhenjiang No.1 TMC** 的 Alice, Jessica, Suv, Elvis 和 Arthur 商讨 Demo meeting, 选择会议时间和地点等事宜。



Jerel 和 Nanjing HROP TMC 的 Stone, Andy, Frankz 和 Yetsey 商定成立 TMC 及如何吸引 new members 等 topics。



一番热烈的分组讨论后，Tina 依各俱乐部的汇报，总结如下 DCP Goals:

Nanjing No.1	Alu-SS	Zhejiang No.1	HROP	HeFei Cisco
9 points	5 points ←	Sp 15th Demo.	Date: Thurs	4CC
10	7 points ↓	→ New Officers	20 members	M-D & COT
6CC	9	→ Find good Location.	Office as Location.	4 new members
3CL	4CC	→ Date & Time.	Demo Meeting.	
2 AC	1AC	→ 20 members by	(end of July)	
COT & MD	2CL	Dec 30th		
≥ 8 new M-	1ALB			
	members			
	M-Due & COT.			

各俱乐部 DCP Goals 制定完后，培训继续。

ALU Smart Speakers TMC 前主席 Deng Li 为大家作了“**Motivations in Toastmasters Club**”的演讲。他的演讲分两部分：1) **Motivation Theories**; 2) **Motivations in Toastmasters Club**.

在第一部分中，Deng Li 为我们阐明 **What is Motivation; Maslow's Hierarchy of Needs; Two types of Motivation**。在第二部分，他从 **Member Recruitment, Member Development, Member Retention** 三点，向我们强调 *“In Toastmasters club, Motivation is an on-going process across different phases for members.”*





现任 Nanjing No.1 TMC VPE Katie，为大家作了题为“**Key Weapons to Achieve Success as a club VPE**”的演讲。



Katie 根据 VPE 的工作需要，结合 Nanjing No.1 TMC 实际情况，总结了十点“Weapons”，具体如下：

Weapon 1 [Online Role Assignment Sheet](#);

Weapon 2 [Club incentives](#);

Weapon 3 [Educational system \(CC & CL track\)](#);

Weapon 4 [New member on-board email](#);

Weapon 5 [Online resources & new member pages](#);

Weapon 6 [Mentor-mentee Form](#);

Weapon 7 [New member orientation](#);

Weapon 8 [CC & CL projects completion records](#);

Weapon 9 [Start preparation of Speech Contests 2 months earlier](#);

Weapon 10 [Joint meetings & special events](#).

1) PLAN THE MEETING WEAPON 1

Nanjing No.1 Toastmasters Club

Nanjing No. 1 Toastmasters Club - Online Role Assignment Sheet

FUNCTIONS/MEETING DATES	12. Jul 11	19. Jul 11	26. Jul 11	2. Aug 2011	9. Aug 2011
TOASTMASTER OF THE EVENING	Jun Liu/No.85	Click here	Click here	Click here	Click here
THEME	Naked Wedding	Click here	Click here	Click here	Click here
TIMER	Leo Chen	Click here	Click here	Click here	Click here
AH COUNTER	XOVI	Matthew Wang	Click here	Click here	Click here
GRAMMARIAN	Helen Baumann	Click here	Click here	Click here	Click here
TABLE TOPIC MASTER	Jenny Li	Click here	Click here	Click here	Click here
GENERAL EVALUATOR	King Lu	Click here	Click here	Click here	Click here
JOKE	Sabrina Zhang	Leo Chen	Click here	Click here	Click here
MOTIVATIONAL QUOTE	Lucy Lu	Click here	Click here	Click here	Click here
SPEAKER 1	Hera He / P4	Jun Liu/P3	Twinsen/P4	Helen / P6	Click here
SPEAKER 2	Hasha He / P2	David Chan/P1	Jovi/P1	Click here	Click here
SPEAKER 3	Leslie / P3	Sabrina/P3	Click here	Click here	Click here
SPEAKER 4	William / A1	Jenny Li/P3	N/A	Click here	Katie/AA
EVALUATOR 1	Wendie Liang	Click here	Click here	Click here	Click here
EVALUATOR 2	Annie Ding	Click here	Click here	Click here	Click here
EVALUATOR 3	Jeryl	Click here	Click here	Click here	Click here
EVALUATOR 4	Katie Zhang	Click here	N/A	Click here	Click here
SPECIAL SESSIONS (OPTIONAL)	N / A	Click here	New member induction	Click here	Click here

Nanjing
8 points
10
6CC
3CL
2 AC
COT &
≥8 new

现任 Nanjing No.1 TMC VPM Annie, 为我们带来“**Growing Nanjing No.1 Membership**”的演讲。作为负责招收新会员的俱乐部官员, Annie 对 Nanjing No.1 TMC 在 2010-2011 年度共吸纳 **37 名新会员** 作出了“极大的贡献”, 虽然她在演讲中一再强调是 Nanjing No.1 TMC Officers 集体努力的结果。



Annie 首先以翔实的数据讲述了 Nanjing No.1 TMC 在 2010-2011 年度期间会员总数、新会员数及参加会议 Guests 数随时间变化的趋势。接着, 她就变化趋势给出了合理的解释。最后, 她从三个方面, 即 **Identify the prospects & get their attention; Prove benefits to guests & help them join; Encourage new members & let them be active**, 以图文并茂的形式, 将 Nanjing No.1 TMC 一些有价值的尝试与在座各位进行了分享。

Clubs with at least 20 members OR with net growth of at least five new members at June 30 which also do the following are eligible for TI recognition at year end.

GOAL	RECOGNITION
Achieve any five of 10 goals	Distinguished Club
Achieve any seven of 10 goals	Select Distinguished Club
Achieve any nine of 10 goals	President's Distinguished Club

Club 1426404 - "Nanjing Number One"
 District: B5 Division: L Area: 3
 Membership Base: 40
 Membership to Date: 36

	GOAL	ACTUAL	ACHIEV
CCs	2	2	*
Additional CCs	2	2	*
ACs	1	0	
Additional ACs	1	0	
CL, AL, or DTM	1	1	*
Additional CLs, ALs, or DTMs	1	1	*
New Members	4	4	*
Additional New Members	4	33	*
Officers Trained (both required)			
June-August	4	3	
and December-February	4	6	
Submitted on time (both required)			
October or April Renewal	1	2	
and Officer List	1	0	
Total Goals Achieved To Date:			6

中场休息五分钟后，在进行“**How to Overcome New Club Challenges**”之前。Jerel 打乱了各俱乐部的人员安排，重新分组进行讨论，让各小组提出最受小组成员关心的三个有关 **Toastmasters** 的问题。随后，Jerel 将其写到白板上，在 Tina 与 Jerel 的主持下，大家积极参与相关问题的解答，现场气氛此刻达到高潮！

会议现场一



会议现场二



会议现场三



解决了所有问题后，在 Jerel 的主持下，商定了 **Area Q3 Fall Humorous Speech & Evaluation Contests** 的时间和地点，及选定了 Q3 小区总监的助理

Asst. AG Education 和 Asst. AG Marketing。



在 Q 中区总监 Tina 一席热情洋溢的结束语致辞后，与会人员集体合影留念（感谢 Yingdan 帮拍集体照），合肥 Area Q3 比赛现场再见！

