



**Goddard Toastmasters  
Club 3496**  
<http://toastmasters.gsfc.nasa.gov/>  
 Area 42, Division D, District 36  
<http://www.district36.org/>  
<http://www.toastmasters.org/>



<b>Goddard Toastmasters Executive Committee Meeting Minutes</b>						
Date	07-02-2012	Time	12:00 PM - 01:00 PM	Location	Building 22, Room 128	
Invited	Title	Present?	Invited	Title	Present?	
Esther Woodward	President	Yes	Nick Collins	VPPR	Yes	
Javier Ocasio-Perez	VPE	No	Tim McClanahan	Treasurer	Yes	
Ron Jones	2011-2012 President	Yes	Locksley Haynes	Secretary	Yes	
James Peachey	2010-2011 President	No	Terry Kucera	SAA	Yes	
Amy Forinash	VPM	Yes	Nick Collins	Webmaster	Yes	
Summary						
Meeting Started: 12:01 PM						
<ul style="list-style-type: none"> <li>• Officers who have not yet completed TLI training should check the district website to verify upcoming dates. <a href="http://www.district36.org/">http://www.district36.org/</a></li> <li>• Provide old Toastmaster Magazines to Amy Forinash. Goddard TM club information will be inserted and handed out to our guests.</li> <li>• July 25<sup>th</sup> Area Governor will visit Goddard TM club meeting.</li> <li>• Finance Report: Bank account balance: \$978.75</li> <li>• Officer Personal Goals for 2012-2013 term:               <ul style="list-style-type: none"> <li>○ Nick Collins: attend most TM meetings, give more speeches, produce 2 newsletters, keep Goddard TM website current.</li> <li>○ Amy Forinash: encourage more club members to give speeches, complete competent communicator manual</li> <li>○ Locksley Haynes: complete a minimum of 1 advanced communicator manual</li> <li>○ Terry Kucera: Complete competent communicator manual.</li> <li>○ Ron Jones: Complete competent leadership manual, complete competent leader bronze</li> </ul> </li> <li>• Club goals for 2012-2013 term               <ul style="list-style-type: none"> <li>○ Increase current club members meeting attendance</li> <li>○ Encourage current members to give more speeches and be more involved</li> </ul> </li> <li>• Review Distinguished Club Program status:               <ul style="list-style-type: none"> <li>○ CC Awards: Amy Forinash, Terry Kucera, Colvin Bert</li> <li>○ AC Awards: Esther Woodward</li> <li>○ CL: Ron Jones, James Peachey</li> </ul> </li> </ul>						
Action Item			Person(s) Responsible	Status	Due Date	
Update Goddard Toastmasters schedule Web page with current club members.			Nick Collins		8/2012	



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Remove previous TM Executive committee members from TM Executive mailing list.	Nick Collins	Complete	8/2012
Add TM Executive Committee minutes to Goddard Toastmaster web page.	Nick Collins		8/2012
Email last year's TM Executive Committee minutes to Nick Collins.	Terry Kucera		8/2012
Arrange meeting to transfers ownership of Goddard TM NASA FCU bank account with Esther Woodward, Jing Hou, Tim McClanahan and Ron Jones.	Ron Jones		8/2012
Meet with Jing Hou to review Goddard TM financial tracking and reporting procedure.	Tim McClanahan		8/2012
Email Locksley Haynes electronic copy of Executive meeting agenda.	Esther Woodward	Complete	8/2012
Email Tim McClanahan and Javier Ocasio-Perez for officer personal goals for the 2012 to 2013 term.	Locksley Haynes	Complete	8/2012
Contact Goddard TM members not attending meetings to encourage more attendance.	Terry Kucera/Amy Forinash		9/2012