

Bits 'N Speeches

Meeting Agenda

Rhyme Without Reason – A Night of Wordplay
Thursday, November 12, 2026 · 6:00 PM – 7:30 PM PST
Zoom

Meeting Roles

Role	Name
Toastmaster	Susan Sontra
Table Topics Master	Rain Kalugdan
General Evaluator	Douglas Bloom
Speaker #1	Edward Johnson
Evaluator #1	Gary Pettigrew
Speaker #2	George Jarosik
Evaluator #2	Jaime Vargas
Opening Thought	John Fox
Educational Minute	Kristen Bahler
Humorous	Mark Graham
Timer	Neelam Wadhwani
Grammarian/ah Counter	Dharti Desai
Listener	John Fox
Awards Master	Brian Hatano

Meeting Schedule

Opening7:00–7:15 PM			
Role	Presenter	Activity	Duration
Sergeant-at-Arms	Neelam Wadhwani	Call meeting to order	1 min

Opening Thought	John Fox	Open with thought of the day	1 min
President	Susan Sontra	Welcome and introduce guests	3 min
Toastmaster	Susan Sontra	Introduce meeting theme, club updates, role players, and participants	3 min
Humorous	Mark Graham	Share a joke or humorous story	1 min
Educational Minute	Kristen Bahler	Share a brief educational insight or speaking tip	1 min
Toastmaster	Susan Sontra	Call on role players to briefly explain their responsibilities	3 min

Prepared Speeches	7:15–7:40 PM
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Role	Presenter	Activity	Duration
Toastmaster	Susan Sontra	Introduce Speaker #1	—
Speaker #1	Edward Johnson	Deliver a prepared speech	5–7 min
Toastmaster	Susan Sontra	Introduce Speaker #2	—
Speaker #2	George Jarosik	Deliver a prepared speech	5–7 min
Toastmaster	Susan Sontra	7:40 PM • Call on Timer and direct members to send votes to Awards Master	1 min

Table Topics	7:40–8:00 PM
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Role	Presenter	Activity	Duration
Table Topics Master	Rain Kalugdan	Introduce the Table Topics session and call on Grammarian and Timer	1 min
Table Topics Master	Rain Kalugdan	Facilitate impromptu speaking by introducing prompts and inviting participants to respond	15 mins
Table Topics Master	Rain Kalugdan	7:55 PM • Call on Timer and Grammarian, and direct members to send votes to Awards Master	—
Toastmaster	Susan Sontra	8:00 PM • Give control to General Evaluator	1 min

Evaluations	8:00–8:15 PM
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Role	Presenter	Activity	Duration
General Evaluator	Douglas Bloom	Introduce the evaluation segment	1 min
Evaluator #1	Gary Pettigrew	Evaluate speech #1	2–3 min
Evaluator #2	Jaime Vargas	Evaluate speech #2	2–3 min

General Evaluator	Douglas Bloom	Call on Timer and direct members to send votes to Awards Master	1 min
General Evaluator	Douglas Bloom	Evaluate the entire meeting, including organization, transitions, speech evaluations, role performance, and opportunities for improvement	3–5 min
Grammarian	Dharti Desai	Report effective language use and usage of the Word of the Day	1–2 min
Ah Counter	Dharti Desai	Report filler words and unnecessary sounds used by speakers	1–2 min
Listener	John Fox	Quiz members on details shared during the meeting, adjusting to available time	2–5 min (flexible)
Awards Master	Brian Hatano	8:15 PM · Announce Best Table Topics, Best Evaluator, and Best Speaker; return control to Toastmaster	30 sec

Closing			8:15–8:30 PM
Role	Presenter	Activity	Duration
Toastmaster	Susan Sontra	Close meeting program and return control to President	1–2 min
President	Susan Sontra	Share announcements; invite guest feedback and deliver closing remarks	3 min
Vice President of Education	Rain Kalugdan	Present upcoming roles and meeting schedule	3 min
President	Susan Sontra	8:30 PM · Thank attendees and adjourn the meeting	1 min

Bits 'N Speeches · Thursdays at 7:00 – 8:30 PM Pacific