TOASTMASTERS INTERNATIONAL · CLUB 4896

Bits ’N Speeches

Meeting Agenda

New Year, New Directions – Where Will Your Voice Take You?
Thursday, January 7, 2027 · 7:00 PM – 8:30 PM PST
Zoom

Meeting Roles

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

Meeting Schedule

Opening			7:00–7:15 PM
Role	**Presenter**	**Activity**	**Duration**
Sergeant-at-Arms	Kristen Bahler	Call meeting to order	1 min

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

Prepared Speeches			**7:15–7:40 PM**
Role	**Presenter**	**Activity**	**Duration**
Toastmaster	Cheryl Isaac	Introduce Speaker #1	—
Speaker #1	Douglas Bloom	Deliver a prepared speech	5–7 min
Toastmaster	Cheryl Isaac	Introduce Speaker #2	—
Speaker #2	Gary Pettigrew	Deliver a prepared speech	5–7 min
Toastmaster	Cheryl Isaac	**7:40 PM** · Call on Timer and direct members to send votes to Awards Master	1 min

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

Evaluations			**8:00–8:15 PM**
Role	**Presenter**	**Activity**	**Duration**
General Evaluator	John Fox	Introduce the evaluation segment	1 min
Evaluator #1	Edward Johnson	Evaluate speech #1	2–3 min
Evaluator #2	George Jarosik	Evaluate speech #2	2–3 min

General Evaluator	John Fox	Call on Timer and direct members to send votes to Awards Master	1 min
General Evaluator	John Fox	Evaluate the entire meeting, including organization, transitions, speech evaluations, role performance, and opportunities for improvement	3–5 min
Grammarian	Neelam Wadhwani	Report effective language use and usage of the Word of the Day	1–2 min
Ah Counter	Neelam Wadhwani	Report filler words and unnecessary sounds used by speakers	1–2 min
Listener	Pauline Chan	Quiz members on details shared during the meeting, adjusting to available time	2–5 min (flexible)
Awards Master	Rain Kalugdan	**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	Cheryl Isaac	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