TOASTMASTERS INTERNATIONAL · CLUB 4896

Bits ’N Speeches

Meeting Agenda

Holiday Cheer – Making Spirits Bright
Thursday, December 17, 2026 · 7:00 PM – 8:30 PM PST
Zoom & WINN Center, Cosumnes River College, Room 252

Meeting Roles

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

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	Edward Johnson	Open with thought of the day	1 min
President	Susan Sontra	Welcome and introduce guests	3 min
Toastmaster	Rain Kalugdan	Introduce meeting theme, club updates, role players, and participants	3 min
Humorous	George Jarosik	Share a joke or humorous story	1 min
Educational Minute	Gary Pettigrew	Share a brief educational insight or speaking tip	1 min
Toastmaster	Rain Kalugdan	Call on role players to briefly explain their responsibilities	3 min

Prepared Speeches			**7:15–7:40 PM**
Role	**Presenter**	**Activity**	**Duration**
Toastmaster	Rain Kalugdan	Introduce Speaker #1	—
Speaker #1	Cheryl Isaac	Deliver a prepared speech	5–7 min
Toastmaster	Rain Kalugdan	Introduce Speaker #2	—
Speaker #2	Neelam Wadhwani	Deliver a prepared speech	5–7 min
Toastmaster	Rain Kalugdan	**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	Susan Sontra	Introduce the Table Topics session and call on Grammarian and Timer	1 min
Table Topics Master	Susan Sontra	Facilitate impromptu speaking by introducing prompts and inviting participants to respond	15 mins
Table Topics Master	Susan Sontra	**7:55 PM** · Call on Timer and Grammarian, and direct members to send votes to Awards Master	—
Toastmaster	Rain Kalugdan	**8:00 PM** · Give control to General Evaluator	1 min

Evaluations			**8:00–8:15 PM**
Role	**Presenter**	**Activity**	**Duration**
General Evaluator	Brian Hatano	Introduce the evaluation segment	1 min
Evaluator #1	Dharti Desai	Evaluate speech #1	2–3 min
Evaluator #2	Douglas Bloom	Evaluate speech #2	2–3 min

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