



John Doe
Club Officer Title
Club Name
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Minutes of Club Name Regular Meeting Month, Day, Year

The club membership convened on [Month Day, Year], with presiding officer presiding. Members present were: vice president education, vice president membership, vice president public relations, secretary, treasurer, sergeant at arms, member names. Members absent were: member names.

1. Minutes of the previous regular meeting were reviewed and approved.

2. Members with meeting roles were introduced:

- Toastmaster of the Day: [Member Name].
- Table Topicsmaster: [Member Name].
- General Evaluator: [Member Name].
- Evaluators: [Member Name].
- Grammarian: [Member Name].
- Ah-Counter: [Member Name].
- Timer: [Member Name].

3. Prepared speeches were presented:

- [Member Name] – Speech Title, Project Number.
- [Member Name] – Speech Title, Project Number.
- [Member Name] – Speech Title, Project Number.

4. Table Topics® questions were presented:

- [Member Name] answered the question, “Question?”
- [Member Name] answered the question, “Question?”
- [Member Name] answered the question, “Question?”

5. Evaluations were presented:

- [Member Name] evaluated the speech from [Member Name].
- [Member Name] evaluated the speech from [Member Name].
- [Member Name] evaluated the speech from [Member Name].

6. Reports from members with meeting roles were provided:

- Timer: Key comments.
- Ah-counter: Key comments.
- Grammarian: Key comments.

- General Evaluator: **Key comments.**

7. Club awards were presented:

- Best Evaluator: **[Member Name].**
- Best Table Topics: **[Member Name].**
- Best Speaker: **[Member Name].**

8. Reports from club officers and committees were provided:

- **Officers**
- **Standing committees**
- **Special committees**

9. Unfinished and new items of club business were discussed from the floor:

- **[Member Name]** moved that “**exact words after amendments.**” The motion was adopted.
- **[Member Name]** moved that “**exact words after amendments.**” The motion was lost.

Meeting adjourned at **[Time]**.

President

Date

Secretary

Date