
Club: 0##### Toastmasters Confirmation of Area Visit Report for Club XYZ

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Mon, Feb 11, 2019 at 12:38 PM



Round 2

District 18 - Division A - Area , 0##### - Club XYZ, February 06, 2019

Area Club Visit

Step 1

First Impressions

First impressions are important to club success because guests' positive experience and observations determine if they return and become members.

In this section, consider the questions as they relate to first impressions.

Describe the atmosphere of the meeting. (Consider meeting set-up, location, friendliness of members, etc.)

Today's meeting was held at a satellite location. Upon entering the building you can see the Toastmasters banner proudly displayed in the lobby. Entry was easy because there was no need to sign-in which is typical at most corporate locations. The room was a bit smaller than the one at their main location which made it feel warm and cozy as though you were among friends.

They did an excellent job greeting people as they entered. At one point, I think Fini was on the far side of the room and hurried over to greet someone at the door. Everyone wants to feel special and that gesture showed that guest that she was important.

Are guests warmly welcomed?

Yes

Are guests given information?

Yes

Are guests introduced to club members?

No

Are guests invited to address the club?

Yes

Are guests invited back?

Yes

What current branded material does the club use? (Consider the meeting agenda, signage, guest packets, banner, etc.)

The club uses branded name tent signs, agendas, registration forms, and guest packets. that contain TI branded literature. The club banner was displayed in the lobby.

What does the club do well?

This club excels at acting on suggestions to improve. I gave suggestions during my last official visit and it seems that they implemented all of them. The banner was displayed outside the meeting room and clearly visible to all who entered the building. Someone was at the front ready to greet people as they entered. Agendas were available for everyone. Guests, as well as members, were provided name tents. Thank you, Club XYZ!

How can the club improve?

Please recommend specific actions.

I think the club is doing exactly what they should be doing for first impressions.

What can the district and I do to help the club improve?

We can continue to be supportive of this club that is making every effort to grow and be successful.

Membership Orientation

In order to offer members the greatest benefit from the Toastmasters experience, the club must acquaint new members with the Toastmasters education and recognition programs and make members aware of their responsibility to the club and the club's responsibility to the member.

In this section, consider the questions as they relate to membership orientation.

How does the club orient new members? (Consider whether the club has a formal induction ceremony, assigns mentors to new members, discusses the education program, assesses the learning needs of new members, etc.)

In addition to new member induction ceremonies, Club XYZ sets aside time at the end of each meeting to answer new member questions and/or provide information about Pathways.

What does the club do well?

The club endeavors to mentor all new members which is a bit difficult this year because they are experiencing significant growth in membership.

**How can the club improve?
Please recommend specific actions.**

I presented an idea provided by another Area 11 club member that would help with mentoring. The suggestion was for Club XYZ to offer group mentoring sessions via teleconference. As part of the group mentoring, they could invite established Toastmasters from other clubs to speak to the new members.

What can the district and I do to help the club improve?

We can continue to provide suggestions and resources for membership orientation.

Step 2

Fellowship, Variety and Communication

The club retains members by offering a warm, friendly and supportive environment that encourages enjoyable learning.

In this section, consider the questions as they relate to fellowship, variety and communication.

How are meetings made enjoyable? (Consider whether Table Topics™ are creative, how members are supportive of one another, etc.)

Meetings are enjoyable because the members really seem to enjoy being there. That energy carries and permeates the room. Fini has a naturally jovial personality and as Toastmaster of the Day, he made everyone feel relaxed and comfortable.

How does the club communicate? (Consider whether club members use email to communicate about club topics, if the club website is kept current, etc.)

The club typically communicates via email. Officer meetings are teleconferences. The website is always current.

How does the club use the Toastmasters International website? Do club members use the Brand Portal?

The club uses the TI website to submit level completions, request products, download templates, etc.

How do club members participate outside of club meetings? (Consider speech contests, district conferences, Speechcraft, etc.)

Club members participate throughout the District and Toastmasters in general. The District Director (DD) is a member of this club. Aside from the DD, other members have assisted in contests and TLIs. One member gave the invocation at the recent Area 11 Contest.

What does the club do well?

Club XYZ has incorporated the DCP goals update in their meeting. This is a good way to communicate to all club members what part they play in the success of their club.

How can the club improve?

Please recommend specific actions.

I would like to see club members (excluding Elizabeth of course) become more active in Toastmasters International activities. I think it would be a good stretch goal if they were proactive in soliciting opportunities to speak at Area, Division, and District events.

What can the district and I do to help the club improve?

We can make them aware of opportunities to speak outside the club and encourage them to volunteer.

Program Planning and Meeting Organization

When club meetings are carefully planned, with well-prepared speakers and useful evaluations, members are able to meet their education goals.

Is the meeting well organized?

Yes

Is the meeting productive?

Yes

Are meetings held at least monthly?

Yes

Are agendas provided?

Yes

Are all speeches from the manuals?

Yes

Has the club recently conducted a module from The Successful Club Series?

Yes

Are evaluations effective?

Yes

Are evaluations verbal and written?

Yes

How are meeting roles assigned and carried out?

Meeting roles are open for anyone to volunteer. If roles have not been filled prior to the meeting time, members may be asked to fill roles at the meeting.

What does the club do well?

The club holds engaging meetings even with a small group. Today's meeting was an Open House and had sufficient Toastmasters to fill all roles.

How can the club improve?

Please recommend specific actions.

You have enough time to fit in at least two speeches per meeting. I would suggest you limit Table Topics to 3 Speakers. Also, you have a portion of your meeting where everyone is given an opportunity to give feedback to the Speaker. After about the 3rd person, the feedback seems redundant. If you limit that portion of the meeting to perhaps only 3 people giving feedback, you could fit in another speech which would give members more opportunities to give speeches. If you want to obtain feedback from all attendees, consider using the feedback slips for everyone to write their comments. It will have the desired effect in less time.

What can the district and I do to help the club improve?

We can provide guidance and support as usual. Club XYZ is really doing a fantastic job.

Step 3

Membership Strength

When the club has enough members to provide leadership and fill meeting and committee assignments, the member experience is heightened.

In this section, consider the questions as they relate to membership strength.

Does the club have 20 or more members?

No

How does the club promote membership growth? (Consider whether new-member sponsors are recognized, if regular membership-building programs exist, etc.)

In addition to Open Houses, the members of Club XYZ have been doing an awesome job of Talking up Toastmasters. They share information about their club and Toastmasters in general with local people and companies. Since this is a community club, Club XYZ has also asked its members from outside of Club XYZ to explain the benefits of Toastmasters to the executives of their organizations. The idea is that if the organization knows about the benefits of Toastmasters it might support or even finance its employees to join.

What does the club do to retain members?

The club is committed to presenting educational and engaging meeting content. The club provides incentives during meetings like ribbons for Best Speaker and Best Table Topics Speaker. The officers follow-up with members who have missed attending a meeting.

List members interested in future leadership roles in the district.

Wanda Helpus is interested in becoming an Area Director.

What does the club do well?

I think the officers perform admirably in their roles. They consistently have 100% of their officers trained at each session and provide an excellent example to new members and potential officers.

**How can the club improve?
Please recommend specific actions.**

I would like to see each officer identify a member during the month of February/March who will take that position in July. Club XYZ officers have been really focused this year on growing their membership and it is imperative that the new officers are as committed as the current officers to ensuring this club remains on that track.

What can the district and I do to help the club improve?

We can provide whatever assistance is needed to help with membership growth.

Achievement Recognition

The club motivates members to stay active by monitoring members' progress toward goals, submitting completed award applications immediately and consistently recognizing member achievement.

How are achievements tracked and recognized?

The VPE records educational achievements and acknowledges completion at appropriate times in Pathways.

What is the process the club uses to submit award applications?

Once members complete the required levels, the VPE submits the achievement to TI.

What does the club do well?

The club is timely in submitting awards to TI.

How can the club improve?
Please recommend specific actions.

NA

What can the district and I do to help the club improve?

We can continue to provide tips and hints on the successful use of Pathways.

Step 4

Information about the club's progress in the Distinguished Club Program can be found at <http://www.toastmasters.org/DistinguishedPerformanceReports>.

Does the club actively participate in the Distinguished Club Program?
Yes

How many members does the club have at the time of the visit?
12

1. Two CC awards

Name
NA

Target Date
06/30/2019

Name
NA

Target Date
06/30/2019

Goal Met?
No

What progress has the club made toward this goal?

Club XYZ members are now pursuing Pathways awards.

What can the club do to meet this goal?

NA

2. Two more CC awards

Name

NA

Target Date

06/30/2019

Name

NA

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

This club is not pursuing this award

What can the club do to meet this goal?

NA

3. One ACB, ACS or ACG award

Name

NA

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

This club is not pursuing this award

What can the club do to meet this goal?

NA

4. One more ACB, ACS or ACG award

Name

Fini Shed

Target Date

06/15/2018

Goal Met?

Yes

What progress has the club made toward this goal?

Complete

What can the club do to meet this goal?

NA

5. One CL, ALB, ALS or DTM award

Name

Excelsa Lent

Target Date

09/07/2018

Goal Met?

Yes

What progress has the club made toward this goal?

Complete

What can the club do to meet this goal?

Done

6. One more CL, ALB, ALS or DTM award

Name

NA

Target Date

06/30/2018

Goal Met?

No

What progress has the club made toward this goal?

The club is not actively pursuing this goal.

What can the club do to meet this goal?

NA

Additional awards

Name

NA

Target Date

06/30/2019

Name

NA

Target Date

06/30/2018

Goal Met?

No

What progress has the club made toward this goal?

The club is not actively pursuing this goal.

What can the club do to meet this goal?

NA

P1. Four members complete Level 1

Name
Makit Happen

Target Date
03/30/2019

Name
Fini Shed

Target Date
03/30/2019

Goal Met?
No

Name
Ima Winner

Target Date
06/30/2019

Name
Champi Ons

Target Date
06/30/2019

What progress has the club made toward this goal?

All above named speakers are actively pursuing completion of Level 1 in Pathways.

What can the club do to meet this goal?

Encourage speakers and provide ample opportunities for them to speak.

P2. Two members complete Level 2

Name
Makit Happen

Target Date
06/30/2019

Name

Finis Shed

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

The members have almost completed their Level 1s and will pick up Level 2 after that.

What can the club do to meet this goal?

Continue on the current path.

P3. Two more members complete Level 2

Name

NA

Target Date

06/30/2019

Name

NA

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

The club is not actively pursuing this goal.

What can the club do to meet this goal?

NA

P4. Two members complete Level 3

Name

NA

Target Date

06/30/2019

Name

NA

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

NA

What can the club do to meet this goal?

NA

P5. One member completes Level 4

Name

NA

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

NA

What can the club do to meet this goal?

NA

P6. One member completes Level 5

Name

NA

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

NA

What can the club do to meet this goal?

NA

7. Four new members

Target Date

06/30/2019

Goal Met?

Yes

What progress has the club made toward this goal?

Completed

What can the club do to meet this goal?

Done

8. Four more new members

Target Date

06/30/2019

Goal Met?

No

What progress has the club made toward this goal?

Club XYZ is implementing multiple ways to encourage new members.

What can the club do to meet this goal?

The club is doing great with the current approaches. Since the date of this visit, the club has gained an additional new member which means 5 new members so far this year.

9. Four club officers trained in June-August and December-February

Goal Met?

Yes

What progress has the club made toward this goal?

Completed

What can the club do to meet this goal?

Done

How will club ensure officers are trained at next opportunity?

This club recognizes the value in being trained and will continue to reinforce that with the new officers.

10. Dues renewals and officer list submitted

Target Date

01/30/2019

Goal Met?

Yes

What progress has the club made toward this goal?

Completed

What can the club do to meet this goal?

Done