

# Maverick Toastmasters Club Meeting Minutes Form

(Please attach a meeting agenda, reflecting any changes made to roles)

**Date:** \_\_\_\_\_ **Total Attendance:** \_\_\_\_\_ (Including \_\_\_\_ guests)

|              |            |            |           |
|--------------|------------|------------|-----------|
| Ashley B.    | Gina P.    | Michael M. | Steve F.  |
| Bob R.       | Jackie L.  | Mike B.    | Winona P. |
| Cheryl C.    | Junius G.  | Mike H.    |           |
| David C.     | Kay D.     | Pablo R.   |           |
| Deb M.       | Laura C.   | Paul F.    |           |
| DeeLynn S.   | Lauren C.  | Praveen M. |           |
| Elizabeth A. | Liz S.     | Rahul I.   |           |
| Emi B.       | Michael K. | Sheryl R.  |           |

= signed photo release on file

**Guests:**

|  |  |
|--|--|
| _____ <input type="checkbox"/> 1st visit or <input type="checkbox"/> Returning | _____ <input type="checkbox"/> 1st visit or <input type="checkbox"/> Returning |
| _____ <input type="checkbox"/> 1st visit or <input type="checkbox"/> Returning | _____ <input type="checkbox"/> 1st visit or <input type="checkbox"/> Returning |
| _____ <input type="checkbox"/> 1st visit or <input type="checkbox"/> Returning | _____ <input type="checkbox"/> 1st visit or <input type="checkbox"/> Returning |

**Meeting Theme:** \_\_\_\_\_

**“Toastmaster Moments”:** include member’s name and brief summary of their moment

- \_\_\_\_\_ : \_\_\_\_\_  
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**Word of the Day:**

\_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_

**Speeches:**

- Speaker #1: \_\_\_\_\_

Brief Summary / Main Idea: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Speaker #2: \_\_\_\_\_

Brief Summary / Main Idea: \_\_\_\_\_

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- Speaker #3: \_\_\_\_\_

Brief Summary / Main Idea: \_\_\_\_\_

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**Table Topics:**

- Question: \_\_\_\_\_  
Participant: \_\_\_\_\_  
Main Idea: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Question: \_\_\_\_\_  
Participant: \_\_\_\_\_  
Main Idea: \_\_\_\_\_

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- Question: \_\_\_\_\_  
Participant: \_\_\_\_\_  
Main Idea: \_\_\_\_\_

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- Question: \_\_\_\_\_  
Participant: \_\_\_\_\_  
Main Idea: \_\_\_\_\_

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- Question: \_\_\_\_\_  
Participant: \_\_\_\_\_  
Main Idea: \_\_\_\_\_

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- Question: \_\_\_\_\_  
Participant: \_\_\_\_\_  
Main Idea: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Awards:**

- Most Effective Evaluator: \_\_\_\_\_
- Best Table Topics Speaker: \_\_\_\_\_
- Speech of the Day: \_\_\_\_\_
- Spark Plug Award: \_\_\_\_\_

**Club Business & Announcements:**

- \_\_\_\_\_  
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**Other Notes or Comments:**

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**Minutes Taken By:** \_\_\_\_\_