



# Toast it Notes

## *Striving Towards Excellence 2009 - 2010 District 45 Theme*

### Special Interest Dates:

April 15, 2010 - Sears-Halifax Toastmasters Club International and Table Topics Speech Contests. To be held during our regular meeting time.

May 1, 2010 - Area 18 International Speech and Table Topics Contests. Hosted by Truro Speakeasy Club. 10 am at the Truro Lions Club, 1100 Prince St. Truro.

May 6, 2010 - Sears-Halifax Toastmasters Club Officer Elections. To be held during our regular meeting time.

Division D International Speech and Table Topics Contests- May 15, 2010. 10 am at St. Ignatius Church Hall, Bedford Highway.

District 45 Spring Conference - May 28 - 30, 2010. Location- Lord Beaverbrook Hotel in Fredericton, NB.

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### **A Message from our VP of Education**

In keeping with the democratic tradition of Toastmasters, there is going to be an election of club officers very shortly. This year on May 6 members will have the right, and the duty, to vote for next year's executive. It gets even more democratic; any active member can apply to run for office. There is no party affiliation or financing required. The aspiring candidate can express their interest to a member of the Nominating Committee. They can even nominate themselves at the night of the election. How easy is that!

The Nominating Committee will be announced in the next few weeks by our current President. However, we already know that our Past President, Cameron Deacoff will be the Nominating Committee Chair. Anyone interested in a position may also want to talk with the incumbent officer to get an idea of what is involved. Executive roles are described in the club constitution (see Article VII on page 10) on our website, <http://newsite.searshalifaxtm.ca/Downloads/210c.pdf>.

Serving on the executive is a rewarding experience and, as most everything else with Toastmasters, will enhance your communication and leadership ability. A professional and well structured training session, known as Toastmasters Leadership Institute, is provided in late June, at the beginning of the Toastmaster year by the district and again later in the year. I can speak from experience that these sessions are enlightening, valuable and enjoyable. Nourishment is provided for the body, as well as the mind at these events.

Spring has sprung and an election will come. Not like in Ottawa, ours will be fun. It's good for the soul to fill an officer role, Sign up soon and get to the top of the poll!

**Ralph "Wordsworth" Smith, ACS, CL**



*Are you interested in inviting a friend or colleague to a meeting? Contact Archie MacKinnon, Vice President of Membership, 404-1576.*

# Sears-Halifax Club Table Topics and International Speech Contests – April 15, 2010

## More Education and More Fun for Members

### Why contests?

Often, we think of Toastmasters as simply participating at weekly meetings - improving our skills in public speaking and participating in the roles for the evening. However, Toastmasters provides other educational opportunities, such as participation in events like contests! For those members that have never attended or participated in a contest, it is a chance to see another aspect of Toastmasters. The first contest I went to I found fascinating, as contests have their own form and structure.

### What makes a contest fun?

The more participation both in terms of contest entrants and audience members means the more fun and lively the contest is. I encourage everyone to participate.

### How do I get involved?

You can sign up for the Table Topics Contest, the International Speech Contest or a contest role. Judges, counters, timers and of course, audience members are needed. A sign-up sheet will be circulated at meetings prior to the contest date.

Speakers in the Table Topics contest must speak for no less than 1:00 minute and no longer than 2:30 minutes. All contestants will address the same Table Topic, which gives the judges a great comparison for determining the Table Topic winner.

International speeches can be on any topic. They are called "international" because they are speeches that can flow through Toastmasters International's contest structure all the way to the International level at the annual conference held every August. Speakers in this contest must speak for no less than 4:30 minutes and no longer than 7:30 minutes. To enter as a speaker, you do not have to have a new speech. It can be one you have delivered before, or it could be a new one. If it is a new speech, you may wish to count it towards whatever designation you are working on.

Winners of the club contests then move on to the next level, which would be the area contests. The contests for Area 18 this year are to be held on May 1<sup>st</sup> in Truro. Winners from the area contests then compete at the division contests, which for our Division D will be on May 15th. The winner of the Division D International Speech Contest, will then move on to the District 45 contest, to be held at the District 45 Spring Conference in Fredericton, NB from May 28 - 30th.

Anyone can participate at the club level in a contest - new and seasoned members alike. Eligibility to move beyond the club level for the International Speech Contest means that you must have completed six speeches in the Competent Communicator's manual. For the Table Topics Contest, there is no specific requirement, other than you must be a member in good standing.

Sears-Halifax has always been a great participant in contests beyond the club level, so let's get out and support our club through participation. If you have any questions about the contest, please see me.

Sears-Halifax  
Toastmasters  
Club #1555

Thursdays  
6:15 - 8:15 pm  
Retail Training  
Room  
Sears Store  
Halifax Shopping  
Centre

(902) 404-1576  
E-mail:  
enquiries@  
searshalifaxtm.ca



## Meet Our Members - Nadine Wentzell, ACB



Nadine loves Toastmasters! She looks forward to every meeting for whatever excitement that will arise, because every meeting is unique.

Prior to joining Sears-Halifax Toastmasters in September of 2007, Nadine belonged to the Sackville Toastmasters Club for over a year. She joined this club because she was doing more and more professional speaking as a self-employed adult educator. To help her with this new challenge, a mentor recommended that she join Toastmasters. Nadine lives in Lower Sackville, so the Sackville club was an obvious choice. However, the Monday night meetings began to conflict with other commitments, so she decided to explore other clubs with the idea of transferring to a different one. About that time, I met Nadine at a conference and when she said she was in Toastmasters, I expressed my own interest in joining. She suggested that we go explore a variety of clubs to decide on which one to join. However, when I called her in the fall of 2007, she said, "No need to explore - Sears-Halifax is the club for us!" It was the first club she visited; she loved it and there was no need to look any further.

Nadine says that she enjoys the "levity" of the Sears-Halifax Toastmasters club. The members are so open and fun. She states, "Even those that may appear to be quiet or somewhat reserved have under that shy exterior a lot of devilry and brain power". Nadine keeps coming back because she always learns - from the speeches and from the evaluations.

Once Nadine received her Competent Communicator designation, she was invited by Wayne Mercer, DTM, to join the Toast of the Coast Club, an advanced club which meets every second Saturday. She is a regular attendee at their meetings, as well as serving as their VP Membership this year.

Nadine is a very engaged, energetic and accomplished Toastmaster. She has her Advanced Communicator Bronze designation and is three quarters of the way to her Advanced Communicator Silver. She is also very close to achieving her Competent Leader designation. She always takes on a role at club meetings and is considering future executive involvement in the Sears-Halifax club. She has attended a number of District 45 Conferences over the years, with the most recent being the Saint John conference last year. Nadine has taken on many roles in contests, at both the club and district level. These have included judge, timer, counter and contest participant. In 2006, she entered the Table Topics Contest where she achieved second place at District and in 2008, she was third in the International Speech Contest, also at the District level.

From Toastmasters, Nadine has gained much confidence and skills too numerous to mention. Her biggest payoff has been in the area of impromptu speaking, where she has realized increased confidence and the ability to believe in herself. Nadine does not appear to lack any confidence, but she says that she was once shy and she still has to muster a lot of effort and energy to do what she seems to do so flawlessly.

Nadine is a licensed pharmacist who says that she is "not currently in active practice". Since 2004, she has been building her business as an adult educator and facilitator, focusing much of her work in the health care sector. She has both a Masters in Adult Education and a Certificate in Adult Education from St Francis Xavier University. Nadine is married to Curt and has two sons; Tyler who is an infantry officer in the Princess Patricia's Canadian Light Infantry and Kyle who is a carpentry apprentice.

Her latest goal is to reclaim the "jock" status that she had when she was younger. She works out with a personal trainer and has just resumed an activity that she has not done in years - skiing!





## Tools for Time Management

Ready to get organized to better manage your time? Here are some helpful tools to get you started.

**Day Planner.** Use one place to record all your appointments and special dates. Be sure to record telephone numbers along with appointment details so you can call if you are running late or need to cancel the appointment. Instead of writing To Do lists on scraps of paper that easily get lost, record them in the notes section of your day planner. Make a habit of carrying it with you everywhere and don't leave anything to memory. There are lots of different styles and sizes of day planners. Think about which kind will work for you. Will it fit in your bag or purse? Do you like to look at a day at a time, a week at a time, or a month at a time?

**Wall Calendar.** A calendar with large blocks or a wipe off calendar is useful for keeping a family organized or for scheduling multiple projects. Try color coding different family members or projects to keep things easy to read. Keep the family calendar in a popular place in your house and encourage children to check the calendar to see what they have to do today. Schedule start dates and deadlines for your projects.



**Email.** Sign up for free email reminders for important events (birthdays, appointments, school events). E-cards can be scheduled to be sent on a specific date on most e-card websites. Take 20 minutes to schedule birthday cards to be sent to all your family and friends. Don't forget other occasions such as mother's day and father's day. This way if your birthday present, card, or phone call is late, they will at least know that you have not forgotten them.

**Clocks.** If you find yourself always running late in the morning, make sure you have a clock in view of each area where you get ready—in the bathroom, in the kitchen, in your bedroom. Many people have stopped wearing watches, since they can check the time on their cellular phone. This is actually harder than glancing at your wrist (and less subtle) so consider getting a new battery for your Timex.



**Timers.** Using a kitchen timer or hour glass is a great way to measure out lengthy projects into measurable chunks. Constantly checking the clock can create a lot of stress and distraction. Setting an alarm can allow you to concentrate on the task at hand without worrying about being late. If you have difficulty estimating time, using an hour glass is a great visual to help you see the passage of time.

Label trays to help cut down on massive piles of paper. Try labeling them according to subject (school, work, home) or action the must be taken (Email/Mail, Look Into, File). Try setting up a special box that children can put notices from school and papers to be signed in. If you do not have desktop trays you can make your own out of cereal or courier boxes. Cut out half of the front of the box. You can stack these on a desk or pin them to the wall. To create magazine organizers measure three inches from the top of the box and also three inches from the bottom the box, cut boxes diagonally from these points. Boxes can be painted or covered for a neater appearance.

Think about what will best fit your style and pick up the appropriate day planner, calendar, clock, or timer. Picking the right time management tools for your lifestyle and personality will help you achieve the efficiency you desire.





## Finding Your Next Speech

**Presented by Dr. Kishore Sasthiri, ACB, ALB  
at the 2009 District 45 Fall Conference**



When you are starting to consider ideas for a speech, there are three important factors that you need to address: A good introduction and conclusion, an interesting topic and a well-developed speech body.

But, first of all, you need your topic. Because, that is the foundation upon which you will build a great speech. So, where do you look to find a speech topic? The answer may surprise you. Everywhere! All you need is a starting point, then you are off and running.

Consider the following possible sources and develop the habit of always looking for good speech ideas. They can come from: Life experiences, interesting articles in newspapers and magazines, travel adventures, researching an interesting question, and remember, a good table topics speech can also be developed into a full speech!

A really important thing to understand in your search for topics is that we retain new ideas for only 30 seconds. So when you have an “aha!” moment, you need to write down that idea immediately, or it may be lost forever. It’s a really good practice to always carry paper and pen with you, in order to make notes when ideas come to you.

One of the many roles of the mentor in a Toastmasters club is to nudge the new member along in their development, by ensuring that they are regularly presenting speeches that fit into the Toastmasters program manual projects. But often, the new Toastmaster member has the problem of not knowing how to find ideas for their speeches, so we need to show them that speech topics are all around them, everyday.

Brainstorming is often a good way to generate speech topic ideas. In this workshop, the participants were asked to throw out ideas to the crowd, just off the top of their heads. Within a short few minutes, many ideas were found, including the following: Recycling initiatives in the HRM, dating after age 40, the empty nest syndrome, the value of attending District Conferences and the contribution that pets make to our lives.

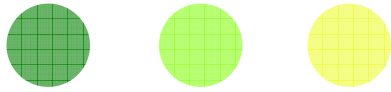
When you have a topic that you think might make a really good speech, you then need to think about its development. What kind of a message do you want to deliver? If it is a motivational speech, it needs to have a very strong message for your audience. You also have to consider how you can enhance the presentation through body language and gestures.

Think about this. An average person delivers a speech at a pace of 125 words per minute; however our brains can process from 400 - 600 words per minute! This means that there is lots of extra space in the listener’s brain. The mind will be travelling all around that empty space, thinking about other things, such as shopping, cleaning the car, etc. while listening to your speech.

For this reason, the speaker must engage the mind. You can do this by knowing your audience, engaging their interest, or asking questions and then waiting for a response. Surprise them. Make eye contact. Add humour. Create visual images by using descriptive language. Engage them with powerful descriptions detailing the location, colour, smell etc. You will know that you have them fully listening to you if they are nodding, applauding and laughing...in the right places - this means that they truly are fully engaged.

Finally, it is very important to include personal experiences in your speeches. This allows the audience to connect with you on an emotional basis, which will also keep them interested in what you have to say.





# What Leaders Are Made of!

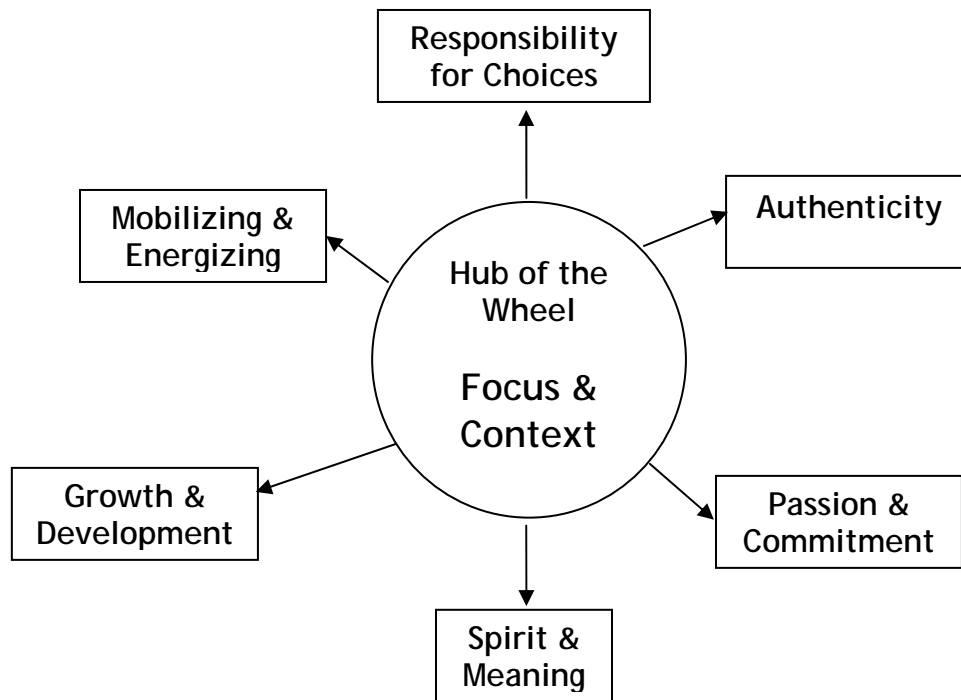
Presented at the 2009 District 45  
Fall Conference by Pat Johnson, DTM

According to Pat, there are over 10,000 books on leadership available on amazon.com. Obviously, it is a topic of great interest to many people at this point in time.

## What is the Difference Between Leadership and Management?

In short, leaders lead people and managers manage tasks. Leaders find the best in people; they know how to delegate to ensure the success of the organization. They are visionaries, so they focus on the future. Leaders inspire people to grow and succeed; they motivate others and don't micromanage. They are good listeners and know how work collaboratively. They think of people before process and they lead by example. Leaders are engaging; they have a creative vision and provide constructive feedback.

Stephen R. Covey is the well-known author of the book, "The 7 Habits of Highly Effective People". Stephen believes that the following seven principles are the basis of an effective leader. The leadership wheel shown below, with its hub and spokes, shows the relationship of these principles.



Each leader needs to develop a well-balanced leadership wheel. Suffice it to say, the growth of a leader is never-ending and is a continual work-in-progress. The following are the definitions of these principles:



(Cont'd on Page 7)

## What Leaders Are Made of! (cont'd)



**Focus and Content:** Seeing beyond what you or your team are, or need, in order to know how to improve or grow. The leader provides focus and context; they provide the meaning for where the team is going.

**Responsibility for Choices:** When you stop being asked questions about problems, you stop being a leader. The moment your team stops bringing you their problems, you stop being a leader. Be responsible for the process, the successes and the losses. Be responsible to yourself.

**Authenticity:** This involves being true to yourself, having integrity, being honest and following through on your decisions. Don't be phony; be real, be yourself. Don't be afraid to show who you are - be authentic. Have conversations when a difference in values comes up. To work on your authenticity, reflect on yourself. How do you react as a leader to various types of situations?

**Passion and Commitment:** Have passion and commitment. If you don't have it, don't be a leader. How can you inspire a team if you don't have enthusiasm or passion? Sometimes passion wanes - so you need to find ways to re-motivate yourself.

**Spirit and Meaning:** This is your heart and soul. Move beyond the norm - look for the spirit and meaning. How do we lead? How do we inspire? How do we forge on ahead to the future? Make your ideas and points clear and in simple language. Be natural and don't use overly complex language. How do you talk when you are having a cup of coffee and a conversation? If it's relaxed, it has meaning and comes alive.

**Growth and Development:** Leaders read. Leaders talk to other leaders about how they became successful. Share ideas, concepts and successes. Have a need to continually grow yourself and an organization. Grow in a balanced way, not just the easy way. Challenge yourself!

**Mobilizing and Energizing:** Take action and be inspirational. Lift people up. Take the time to see the greatness in others. Recognize your team, show acknowledgement. Tell people what they do really well, or what you appreciate about that person. Share the compliments you hear.



***Karen Caldwell, DTM***

***And these are our club leaders.....***

### 2009-2010 Executive Committee

President:	David Osborne
VP Education:	Ralph Smith
VP Membership:	Archie MacKinnon
VP Public Relations:	Cindy Slade
Secretary:	Binoj Daivahshayam
Treasurer:	Tony Easton
Sergeant-at-Arms:	Carol Trenholm
Past President:	Cameron Deacoff

### 2009-2010 Club Committees

Executive:	Dave Osborne
Mentorship:	Ralph Smith
Special Events:	Carol Trenholm
Newsletter:	Cindy Slade, Joanne Fraser, Colleen MacLennan
Membership:	Archie MacKinnon
Public Relations:	Cindy Slade
Webmaster:	Graeme Van Leer
Nominations:	Cameron Deacoff

## Why do we Need Parliamentary Procedure ?



*"If you know the rules you are better equipped to play the game."*  
- (an original Rickism ☺)

The motion to "*Lay on the Table*" is often used in our Toastmasters meetings. But, what does it mean?

When used properly, "*Lay on the Table*" has a specific purpose: **to permit the assembly to temporarily set aside the pending motion when something more urgent has arisen**, (e.g. - The Mayor has just arrived and wishes to make an important announcement that affects the organization.) The motion is:

- ❑ Not debatable and requires only a majority vote.
- ❑ Because it is the only subsidiary motion that is not debatable and requires only a majority vote, it is often misused.

This motion is most often used to kill the motion on the floor. This is an incorrect use of the motion, which should be called "*Out of Order*". Then, if the intent is to kill the motion on the floor, the proper motion to use is "*Postpone Indefinitely*".

The second way in which this motion is often misused is with the intent to postpone a decision until another meeting. If that is the purpose, the motion "*Postpone Definitely*" should be used.

- ❑ This motion is debatable; and
- ❑ Automatically puts the item on the agenda at the next meeting under *unfinished business*.

Sources: Robert's Rules Of Order Newly Revised 10<sup>th</sup> Edition  
The Guerrilla Guide to Robert's Rules – Nancy Sylvester



***Rick Joseph, DTM***

### Member/Club Achievements and New Members since Feb. 1:

New Members – Annette Slawter, Mark Doyle, Jenni May  
Advanced Communicator Bronze (ACB) – Cameron Ells

The club is currently sitting at 7 out of 10 of the Distinguished Club Program (DCP) goals.

*"You can and should shape your own future, because if you don't, someone else surely will."*

~Joel Arthur Barker

**Editor – Cindy Slade; Asst. Editors – Joanne Fraser, Colleen MacLennan**  
**Sears-Halifax Toastmasters Club# 1555**

**Website: [www.searshalifaxtm.ca](http://www.searshalifaxtm.ca)**