



SOUTH SHORE SOLILOQUY NEWSLETTER

District 31 – Area F2 – Club 5541

APRIL 2005

**OPEN TO THE PUBLIC!
GUESTS ARE ALWAYS
WELCOME TO ATTEND
ANY OF OUR MEETINGS!**

We meet Tuesday evenings
from 7:30 pm to 9:30 pm at:
Kingston Public Library
6 Green Street
Kingston, MA 02364

Please share this newsletter
with family, friends,
colleagues and neighbors.
Let's spread the word about
Toastmasters!

Many thanks to the
contributors of this volume:
Bob Bergman, ATM-B

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WORD PLAY...

Can you find the hidden
word in "LISTEN"?
Answer on page 4

GROW OUR CLUB, GROW YOURSELF

By Mary MacKinnon, CTM, CL

What does it take to run a successful Toastmasters club? There are many answers to this question but the most important is "people"! It takes an active membership and strong leaders to cultivate and sustain a successful club like the South Shore Soliloquy.

Each year we call upon a group of members to improve their leadership skills and help build a supportive learning environment for our membership. It's that time of year to elect our club officers for the 2005-2006 Toastmaster season. Have you ever considered holding an officer post? Are you ready for the challenge of leading and improving our club? If so, contact **Joe Kelley** at jkelly@paradigmprojects.net to add your name to the ballot!

Our officer elections will occur on **May 10, 2005** during our regular club meeting. Listed below you will find brief descriptions of each position available.

PRESIDENT: Chief Executive Officer responsible for the general supervision and operation of the club, presides at club meetings and works with other officers to develop and implement the Club Success Plan.

VP, EDUCATION: Manages our weekly roster. Recognizes member achievements and manages our mentor program.

VP, MEMBERSHIP: Enrolls and inducts new members, manages the master membership list, and follows up with guests to answer questions.

VP, MARKETING: Publicizes our club and events happening within our club. Prepares guest information packets. Serves as our club liaison for all marketing efforts.

TREASURER: Manages the club finances, collects dues, pays expenses and submits financial information to the club and Toastmasters headquarters.

SECRETARY: Tracks meeting attendance, records minutes of officer meetings, and submits semi-annual officer reports to Toastmasters International.

SERGEANT-AT-ARMS: Sets up the meeting room, brings the timing supplies and banner and opens each meeting by introducing the Invocation and Club President.

All officers attend two officer meetings per year and attend one officer training session per year. These learning opportunities provide the knowledge to grow our club and grow your leadership skills. Are you ready to make a difference?

USING FLIP CHARTS IN YOUR PRESENTATIONS

People retain 20% of what they hear and 30% of what they see. Yet people retain 50% of what they **see and hear**!

Although presenters are incorporating multimedia components more and more, the flip chart continues to be an effective way to get the message across. Flip charts are economical; you don't need special printers to produce the visuals. Flip charts will never fail to operate as you're ready to start your big presentation. Flip charts don't require electricity, replacement bulbs or extension cords. Adding color to a flip chart is as easy as opening a box of markers!

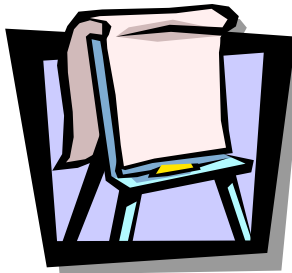
Here are some tips to help you use flip charts more effectively:

GENERAL GUIDELINES

- **Excellent for Small Groups:** Flip charts work well with groups of 20 or less. If your audience is larger then you may consider using an overhead projector or digital projector for larger images that can be elevated higher than a flip chart.
- **Simplify:** Use simple, short bullet points – not full sentences.
- **Color:** Use color to emphasize key points and add interest.
- **1 Point per Bullet:** Do not conjoin thoughts.
- **Billboard Concept:** Need to be simple and easy to read at 65 MPH!
- **Clamp It:** Flip charts have been known to fall off the posts on the easel. If possible, clamp your flip chart to the easel using large binder clips or a small vice.

FLIP CHART GUIDELINES

- **Sketch Proof:** Design charts on 8.5 x 11 inch paper first then transfer to the flip chart.
- **Skip a Page:** Avoid "bleed through" by leaving a blank page in between each written page of your chart.
- **Use "page flags":** Use post-it notes or tabs to not only number your pages and aid in turning the pages.
- **Large Letters:** Illegible flip charts frustrate audiences and cause them to lose interest. Use large block letters (at least 2" tall) that can be easily read from the back of the room.
- **Spell Check:** Check, double check and triple check your spelling.
- **Keep Pages Fresh:** Curled or torn pages don't present a polished image. Be sure to carry your flip chart in a case or protect it to keep the pages looking "fresh".



- **Cover It Up:** Have a blank cover sheet on your flip chart so you can cover any content that may distract the audience from your presentation, or when you close and leave the podium.

PRESENTER GUIDELINES

- **Have an Assistant:** If you plan to write on your chart, organize an "assistant" to do the writing for you. This will keep you engaged with the audience and minimize "back time" where the audience watches you write.
- **Don't Turn Your Back:** Flip your chart from the side without turning your back to the audience. You may need to practice this at home.
- **Stand By:** When referring to a point on your chart, stand by and turn slightly to refer to it but remember to "walk away and talk away". See next point...
- **Walk Away – Talk Away:** Don't be anchored to your chart. Walk away and engage the audience. Move back to your chart as needed but do not stand next to your chart for the entire presentation.
- **Chart = Prop:** The flip chart is a prop not a crutch. It should enhance the presentation but not be the central focus.
- **Handouts:** If you presented a lot of information via your flip chart then prepare a handout for the audience to take away and reinforce your message.
- **Segues:** Have a question or story that leads into the first bullet on the next page, then flip the chart page for the answer.
- **Rehearse:** There's no substitute for preparation and rehearsal. Practice smoothly flipping the pages of your chart. Practice walking away from your chart and moving back only when needed.

Informational sources:

www.3m.com, www.presentations.com

FOUNDERS AWARD

The South Shore Soliloquy club has received the "Founders Award" for supporting the creation of the South Shore Advanced Toastmasters Club. On March 17, 2005, District 31 Governor, Chris Lowe, officially presented the charter to the new advanced club!

JOHN O'LEARY, DISTINGUISHED TOASTMASTER *ONE MAN'S JOURNEY TO THE TOP*

Did you know that less than 1% of the nearly 200,000 Toastmasters worldwide achieve the highest educational distinction; Distinguished Toastmaster (DTM)? Reaching Distinguished Toastmaster status is no easy feat. It requires that a member achieve several educational distinctions before pursuing an "outside project" that is on par with a college level thesis!!

Only 2 members in South Shore Soliloquy's 9 year history have achieved this remarkable success: our founding President Allan Coffey and now, John O'Leary. On February 28, 2005 the South Shore Soliloquy club had the distinct honor of recognizing this stellar achievement.

John lives in Hanover with his wife Debbie and their 3 daughters. He is an avid runner, reader and Toastmaster. After joining Toastmasters 5 years ago, John quickly immersed himself in all facets of the program. Over the years he has held posts of Club President, Area Governor and most recently, founding President of the South Shore Advanced Toastmasters club in Kingston. He is also no stranger to mentoring new members, competing in club speech contests and is always willing to fill a roster vacancy or two each week.

John exemplifies the motto – "you get what you give". He has given his time, energy and immense expertise to motivate and inspire fellow members. His presentations have showcased his versatility as a speaker. Fellow members can't help but learn a thing or two with each project that John delivers.

Just over a year ago John discussed the idea of forming an "advanced club" on the South Shore. The interest among members was overwhelming. He quickly took the reigns, gained momentum and put his idea in motion. With the help of a "founding committee", John developed the club's mission statement and set out to enroll 20 new members. Within 6 months the South Shore Advanced Toastmasters club was formed under the leadership of John O'Leary. On March 17, 2005 the club was officially chartered by Toastmasters International.

The South Shore Advanced Toastmasters club serves the advanced needs of Toastmaster members who have achieved their Competent Toastmaster (CTM) designation. The club meets on the 3rd Thursday of each month from 7:30pm to 9:30pm at the Kingston Public Library.

John, on behalf of the South Shore Soliloquy, we congratulate you on this amazing accomplishment. May the success you achieve today be yours forever!

MARK YOUR CALENDAR



Upcoming Meeting Schedule

We will meet on the following Tuesday evenings.

April	26
May	3, 10, 17, 24
June	7, 14, 21

May 10, 2005 – Club Officer Elections

See page 1 for more information.

May 14, 2005 – Spring Conference, Burlington, MA

Check out www.district31tm.org for more information and to register for the District 31 Spring Conference.

May 19, 2005 – Advanced Club – Meet Bo Bennett

Come meet Bo Bennett, motivational speaker, author of Year To Success and fellow Toastmaster.

The South Shore Advanced Toastmasters Club meets on the 3rd Thursday of the month from 7:30pm to 9:30pm at the Kingston Public Library.

June 28, 2005 – End of the Year Club Banquet

Save the date! Details to follow via email.



The South Shore Soliloquy congratulates the following members for their educational achievements:

Ice Breaker

John MacLeod
Cathie Pietrafitta
Eric Frost
Greg Milewski

Competent Toastmaster (CTM)

Russ Haskell
Jim McCormack

Distinguished Toastmaster (DTM)

John O'Leary

BALM OF TRUST

An original poem by Bob Bergman, ATM-B, CL

Humpty Dumpty

The balm of trust is a force so sublime.
It's more, much more than just social glue
Or some chemistry between me and you.
It's the antidote for fear's incessant crime.
We build this trust through deeds over time.
By keeping our word and granting what's due,
By accepting our share and committing anew
To values that care for our civilized climb.

Ah, Trust. So hard to make; so easy to break.
This magic force has such a fragile shell
That one thoughtless act can shatter its spell,
Leaving doubt and suspicion to claim their stake.

With a wedge of mistrust, fear begins its rein
And all counter efforts are sadly in vain.

TOASTMASTER & GENERAL EVALUATOR ASSIGNMENTS

In order to ensure that all members have the opportunity to lead our meetings, as Toastmaster, and provide constructive feedback, as General Evaluator, the following assignments have been confirmed through June 30, 2005.

Please note that if you cannot fulfill the roles listed below then your assistance in finding a replacement is needed.

MEETING DATE	TOASTMASTER	GENERAL EVALUATOR
5/3/05	Pat Daly	Jesse Hawk
5/10/05	Russ Haskell	Hung Nguyen
5/17/05	John O'Leary	Paul Fernandes
5/24/05	Ellen Poirer	Becky Freer
5/31/05	Eileen Knight	Tara Ashok
6/7/05	Guy Raffa	Mary McCarron
6/14/05	Sue Tobin	Cathie Pietrafitta
6/21/05	Ida Raduc	John MacLeod
6/28/05	End of the Year Banquet	

WELCOME NEW MEMBERS

We are pleased to welcome the following new members to the South Shore Soliloquy.

Mary Arscott
Eric Frost
Peter Mello
Greg Milewski
Matt Smith
Jason Wolfson

WORD PLAY...

Continued from page 1

Unscramble the letters of the word "LISTEN" and you will get "SILENT". In order to truly hear someone, you have to really hear what he or she is saying. You must be willing to be silent before you can begin to listen.



GOT NEWS?

Do you have an article, a poem, news or a Toastmasters success story that you would like to share with our membership? Please send all submissions to the Newsletter Editor, Mary MacKinnon, at mary_mackinnon@hotmail.com

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