



# SMEDLEY TOASTMASTERS CLUB DOHA QATAR

WHERE LEADERS ARE MADE



Dr. Ralph Smedley  
Founder of  
Toastmasters International

## MINUTES OF MEETING #90

CONVENED ON 20TH JULY 2016 AT SHARQ CAPITAL, C RING ROAD, DOHA

THEME OF THE MEETING: "GOAL"

THE WORD OF THE EVENING : SCHEMA

### AGENDA OF THE MEETING:

**Smedley Toastmasters Club**  
 Club # 2046498, Area 43, Division T, District 20.

**Agenda for Meeting # 90; Theme: "GOAL" Word: "SCHEMA"**  
 Wednesday, 20th July 2016 Time: 7:30 PM to 9:30 PM

**President**  
Benov Jacob

**VP Education**  
Noorudeen Veetykadan

**VP Membership**  
Shylesh Kunnanattil

**VP Public Relations**  
Rinith KT

**Secretary**  
Asokan Karuvan Kandy

**Treasurer**  
Mohammed Musthafa Ali

**Sergeant-At-Arms**  
Kiran Kumar Putta

**Meeting Details:**  
We meet every First & Third Wednesdays of the month from 7.30 to 9.30PM

**Location:**  
2<sup>nd</sup> floor, Sharq Capital, C-Ring road, Doha, Qatar.  
[www.smedleytoastmasters.org](http://www.smedleytoastmasters.org)

Toastmasters International  
[www.toastmasters.org](http://www.toastmasters.org)

**Club Mission**  
We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

7:15 Assemble, meet & greet

7:30 Acting Sgt @ Arms calls meeting to Order TM Ammad  
Invites President

7:32 President opens the meeting TM Benov Jacob  
Introduces Toastmaster of the Day

7:40 Toastmaster of the Day TM Bijith Biju Sadan  
Introduces: -  
Grammarian TM Gopikrishnan  
Ah-Counter TM Asokan  
Timer TM Riyas

7:50 Toastmaster Introduces Evaluators & Speakers

Speaker	Speech Title	Evaluator
TM Sheena PV	P2- Hey, here I am.	TM Noorudeen
TM Shana Shirin	P3- Over weight.	TM Vimalraj
TM Girija Chari	ACB 1- Zika Virus.	TM Rimzan
TM Benov Jacob	ACB 3- Data Safety.	TM Kamarudeen

8:20 Toastmaster Introduces Table Topics Master (TTM)  
TTM conducts Table Topics session and returns control to the Toastmaster TM Mohanraj

8:30 Break

8:40 Toastmaster Introduces the GE TM Shylesh Kunnanattil  
General Evaluator conducts speech evaluation  
General Evaluator calls for reports: -  
Timer, Ah-Counter, Listener and Grammarian  
Evaluation on overall conduct of the meeting  
Returns control to the Toastmaster.

9:10 Toastmaster TM Bijith Biju Sadan  
Returns control to the President

9:15 President introduces Asst. Div. T Director and Awards ceremony TM Venket

9:25 President Conducts Business session & adjourns the Meeting TM Benov Jacob

Timing guidelines				
	Green	Amber	Red	Disqualification
P1	4 min.	5 min.	6 min.	<3.5 or >6.5 min
P2-P9/ ACB	5 min.	6 min.	7 min.	<4.5 or >7.5 min
ACS 1	3 min.	4 min.	5 min.	<2.5 or >5.5 min
Table Topics	1 min.	1.5 min.	2 min.	<1 or >2.5 min
Evaluation	2 min.	2.5 min.	3 min.	<1.5 or >3.5 min

### MEETING PROCEEDINGS:

#### 1. Opening Session:

Acting Sgt. at Arms TM Ammad started meeting #90 at 7:35 PM. He opened his speech with a quote of Khalil Gibran " By losing your GOAL you have lost your way".

TM Ammad welcomed Toastmasters and the invited guests to the meeting. He reminded everyone to live for and uphold the Club's Mission which is there in the Agenda at bottom left side. He invited President TM Benov Jacob to open the meeting.



Dr. Ralph Smedley  
Founder of  
Toastmasters International

President TM Benov Jacob called the meeting # 90 to order. He appreciated the Secretary TM Asokan for his effort and nice presentation of Minutes of previous meeting. With the permission of the meeting assembly President declared the Minutes of Meeting #89 approved as it is circulated. He then welcomed the invited guests Mr. Raghavan, Mr. Farooq, Mr. Lokesh, Mr. Ajmal & Mr. Mufthy and self introduction of the welcome guests were performed.

President TM Benov spotted the story told by the great Motivator and Trainer Mr. Shiv Khera about his experience with a Singapore Taxi driver who showed his loyalty and trustworthy to uphold his country's dignity and integrity saying they are the Ambassadors with no diplomatic rights to remind Smedley members to act as Ambassadors of the club in a similar way.

He introduced TMOE for the night TM Bijith and invited him to conduct the session.

## 2. Project Session:

TMOE TM Bijith took off the session with a "LOOK, PASS, SHOOT, GOAL" game creating an imaginary Football field, and energized the members by making them actively participate in it. He then threw few questions from the recently held COPA America and EURO CUP football competitions to further shake our brain.

TMOE introduced the role players: Grammarian TM Gopikrishnan, AH counter TM Asokan and the Timer TM Riyas and ask them to explain the roles and their GOALS.

Grammarian TM Gopikrishnan introduced the word of the day "**SCHEMA**"- meaning a plan or outline. He also explained his role as a Grammarian and his Goal.

AH Counter TM Asokan and Timer TM Riyas explained their respective roles and their Goals.

### Prepared Speeches

TMOE introduced the First speaker on prepared speeches TM Sheena PV, who delivered an excellent P-2 speech, from CC manual on " Hey Here I am" in which she made all of us aware of the reality "LIFE WITHOUT PROBLEM IS INCOMPLETE" by giving examples from her own life.

The second speaker on prepared speech was TM Shana Shirin who delivered a nice P-3 speech from CC manual on "Over Weight" and reminded of the importance of reducing the overweight and educate us how to achieve it by following 3 basic principles - 1. Portion control, 2. 3 glass of water before each meal and 3. Follow the principle - Eat Break Fast like a King, Lunch like a Prince and Dinner like a Beggar.

The third prepared speech was a well organized socially relevant ACB-1 speech by TM Girija Chari on "Zika Virus" in which she explained the pathetic situation of children having birth defects of **Microcephaly** caused by the zika virus infection during pregnancy. It was really an informative speech and she described very thoroughly how it is spread, the symptoms, how to avoid it, what all precautions to be taken etc.

The Fourth prepared speech was an eye opener to most of the computer users by TM Benov Jacob from his ACB-3 on "Data Safety" in which he cautioned everyone of how easily the data stored in a hard disk can be lost. He made us aware of the importance of keeping the data safe by backing up and pointed out the Do's and Don'ts in working with computers. He concluded his session with a quote by Abraham Lincoln - "Best way to predict future is to Create it."



Dr. Ralph Smedley  
Founder of  
Toastmasters International

### **Introduction of Asst. Division Director**

President TM Benov introduced Asst. Division Director of Division T, TM Venkatesh and welcomed him to the meeting and invited him to deliver few words. TM Venkatesh started with Mahatma Gandhi's story in which Gandhi stopped eating sweets by a month period before he considered himself being eligible for advising a kid to stop eating the same. TM Venket advised everyone to cultivate and practice such an attitude of attaining eligibility by becoming example of what we preach or advise.

### **Impromptu Speeches**

TMOE Bijith introduced the Table Topic Master tonight TM Mohanraj and invited him to conduct the show. TM Mohanraj conducted the session with topics relevant to the theme of the meeting. TM Jayanthi, the guests Mr. Lokesh, Mr. Raghavan, Mr. Ajmal and Mr. Mufthy participated very actively in the event.

### **3. Break:**

The meeting was recessed for a short break for refreshment & the delicious snacks from 9.05PM to 9.15PM.

### **4. Evaluation Session:**

After the break TMOE Bijith started off with explaining importance of setting Goal, whether it is organizational, Life or Carrier goal. He again explained how the goal to be transformed to a SMART (Specific, Measurable, Achievable/ Attainable, Realistic and Time bound) GOAL.

TMOE introduced General Evaluator of the meeting TM Shylesh.

TM Shylesh then conducted the evaluation session of the meeting. He appreciated President TM Benov and VPE TM Noorudeen for excellently arranging the meeting. He reminded everyone that as far as a club's profile is concerned, even though we have achieved many awards, certain uplifting is required and suggested that all the members should work for it.

TM Shylesh then invited Speech Evaluators TM Noorudeen, TM Vimalraj, TM Rimzan and TM Kamarudeen to Evaluate prepared speeches of TM Shena, TM Shana Shirin, TM. Girija & TM Benov respectively and all the evaluators evaluated the assigned participants in a productive sense highlighting their plus and minuses and advising them the areas required improvements.

General Evaluator TM Shylesh invited Grammarian Gopikrishnan to present his report. In his report he mentioned that there is no major grammatical errors and informed he was so much deeply immersed in the speeches that he couldn't count the number of usage of the word of the day more than once. Similarly upon invitation by GE TM Shylesh , AH Counter TM Asokan & Timer TM Riyas presented their report. AH counter TM Asokan reported that there were altogether 48 filler words, 14 repeated words and 3 long pauses used in the speeches. Timer TM Riyas reported that all speakers except TM Jayanthi were qualified. He also reported that the meeting is running late.



Dr. Ralph Smedley  
Founder of  
Toastmasters International

GE TM Shylesh handed over the control back to TMOE TM Bijith. TM Bijith in his concluding session reminded everyone of importance of setting personal and organizational goal and to follow the steps as mentioned below

1. Set goal
2. Split the goal into short term goals
3. Allocate resources
4. Create support group

He concluded the session by invoking the slogan "Together we will achieve our goal"

He then invited President TM Benov Jacob for the Business session.

### **5. Business Session/ Closing Session:**

In the closing session President TM Benov Jacob declared the meeting awards

#### **Meeting Awards:**

The meeting awards were declared as below

Best speaker of the evening was awarded to TM .Sheena PV.

Best Table Topic speaker was awarded to our Guest Mr. Raghavan

and Best Evaluator award of the evening was shared by TM Noorudeen and TM Vimalraj.

#### **Conference/ TMI Awards:**

President TM Benov informed that few of our members and the club have fetched awards for their excellence and congratulated every individual who won the award and all the members who made the club to achieve this.

The awards were distributed by our Division T Asst. Director TM Venket.

TM Benov invited TM Rimzan to the dias. TM Rimzan started with his quote "**Objective without a strategy is like a beauty without a brain**" to remind us to set our goals and to draw a strategy or schema properly to accomplish it. He then handed over his "Home Club of The Area Director Ribbon" to President TM Benov stating Smedley Toastmasters club is his Home Club. President TM Benov expressed his and his club's happiness and gratitude towards TM Rimzan.

Finally when our guests were given an opportunity to evaluate the meeting, Dr. Musthafa appreciated our club and expressed his happiness in being part of this well organized meeting.

With a remark stating next meeting will be on Wednesday 3rd August 2016, President TM Benov Jacob closed the meeting #90 and adjourned at 10.14PM

#### **Secretary's Remarks:**

It was indeed a great meeting with so much power packed speeches and lot of information. The theme of the meeting "GOAL" and the word "SCHEMA" were so much apt for the start of the Smedlian year to make the new excom members to think about the club's goal for the year.



SMEDLEY TOASTMASTERS CLUB

DOHA QATAR

WHERE LEADERS ARE MADE



Dr. Ralph Smedley  
Founder of  
Toastmasters International

Though the meeting got extended beyond its closing time, everyone was enjoying the spirit of it.

I wish each and every members of our club to have their GOAL set SMART and plan the SCHEMA such that it can be accomplished easily and well within time.

Have a Great and Successful future with all your GOALS accomplished.

Cheers and Best Regards,

**ASOKAN KARUVAN KANDY**

SECRETARY

2046498, SMEDLEY TOASTMASTERS CLUB,  
AREA 43, DIVISION T  
DISTRICT 20, STATE OF QATAR.

Mob : +974-33931463



IF YOU WANT TO LIVE A HAPPY LIFE, TIE IT TO A **GOAL**, NOT TO PEOPLE OR THINGS

*-Albert Einstein*