



Cleveland Connection

Cleveland Toastmasters Club #351

May/June 2011

By Mary Kay Bilczo

Volume 1 Issue 3

Our Mission Statement

The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

Cleveland Toastmasters Club Officers

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There's No Business Like Club Business

It has been an exciting spring for our club. Not only did we have our fellow members **AUSTIN MCGUAN** and **TIFFANY SCHLEICH** compete in various contests, but we updated our bylaws and held officer elections! Well done! **AUSTIN MCGUAN** also chaired the Bylaws Committee and **STEVE HILTON** led our Elections Committee. I believe it is safe to say (well type), we have club spirit! I heard through the grapevine, no member of the Bylaws Committee was injured while deciphering the stone tablets which held the original bylaws. PHEW!!

Not one of these three amazing accomplishments could have occurred without you – our club members. You took time out of your busy life to help guide our club.

Each meeting there are always willing members who step in and take any unfilled roles. As usual, our meetings are incredible and a true learning experience. For all that each of you do, thank you just doesn't cut it.

You just ROCK! 😊

Welcome New Members

B

oy, do we have a few new Toastmasters trailblazers in our club! **WARD PIERSON** and **GERALD FALCON** are our newest members! Welcome!!



Steve Hilton working on a mud hut in Mali. How do you repair a mud hut? With mud!!!

Your club wants to hear about YOU!!! Please don't forget to share your news! If you have any announcements or milestones, please contact Mary Kay Bilczo.

Toastmaster of the Day

By Liza Heinig

Your officers have been working to pack more value into our meetings, and we wanted to share with you some comments about the special role of the Toastmaster of the Day in keeping our meetings moving smoothly and on schedule. Because the Toastmaster of the Day ("TD") is our "master/mistress of ceremonies" for most of the 55 minutes we're together, the TD needs to take responsibility for the time schedule of the meeting.

When you are TD, please try to arrive a few minutes early for the meeting. This will give you time to ascertain if any meeting roles are unfilled and help obtain replacements. This will also give you time to introduce yourself to any guests and ascertain whether they are first-timers, returning guests, or members of other Toastmasters clubs. (This is important later, as you will see.) The TD should also check with the chairperson to see if there are an unusual number of announcements for the end of the meeting, and if so, should strive to return control of the meeting to the chairperson at the end slightly earlier than scheduled. The chairperson should also try to notify the TD before the meeting if more time is needed for announcements, even without being asked.

It's also a good idea for the TD to wear a watch or make sure he or she can easily see the time on a mobile phone, to help us stick to the agenda schedule. Tom puts a lot of thought into necessary timing for the meeting—including allowing for any special events—and his agendas include good "signpost" times for the meeting events that will lead the TD through the meeting in good shape if followed.

We have made some changes to our regular agenda schedule recently, to

help us save time. During the "introduction of roles" section, we will only be calling out the General Evaluator, Grammarian & Ah Counter, Timer, and Competent Leader (CL) Evaluator. The Table Topics Master and Speech Evaluators will instead be introduced just before their speaking portion(s) of the meeting, not during the initial role introductions.

For the General Evaluator, Grammarian, Timer, and CL Evaluator introductions at the beginning of the meeting, the TD should use his or her own discretion in deciding how to introduce and explain these roles. If there are no guests at all present, the TD should just read the names of the members with meeting roles, who can acknowledge the recognition with a wave or nod. If all the guests present are either returning guests or visiting Toastmasters, the TD may choose to:

- (1) Merely read the members' names.
- (2) Briefly describe the roles him/herself.
- (3) Ask each of the members with roles to rise and give a short summary of their role.

If there are first-time guests present, the TD should ask each of the members with roles to rise and give a short summary of their role and should also supplement these explanations with a few words, as needed, to even better orient the first-time guest. As the meeting progresses, the TD should track the agenda and modify the meeting as needed to fit the time, if possible. For example, the TD may choose to announce a change to Table Topics timing just before introducing the Table Topics Master if the prepared speaker(s) have gone longer or shorter than scheduled. The TD should also clearly signal to the Table Topics Master when there is only time remaining for one or two more Table Topics speeches.

As TD, many of us like to liven up the meeting by making comments or light remarks between speakers or sections of the meeting. This is great and lends a welcoming and warm atmosphere to our gatherings. However, the TD should stay aware of the agenda and time remaining and tailor those "small talk" or "conversational" comments accordingly—the TD may need to avoid or shorten such

extra comments if we are running behind schedule.

During the evaluation portion of the meeting, the TD can sometimes regain lost time by asking the Grammarian or General Evaluator to give a "brief overview" or a "quick summary" of their report. (The Timer and Word of the Day reports are usually already fairly brief.) If you are Grammarian or General Evaluator, you should also be aware of how we are running along with the planned schedule and abbreviate your report as needed, even if the TD does not ask you to. The General Evaluator may also comment on the timeliness of the meeting events, to emphasize this important component of our skills development.

The TD can save time by asking the Humorist, Thought of the Day person, and other meeting roles to stand at their seat or in the side aisle to present their report, rather than coming all the way to the front of the room. All those filling meeting roles should be aware of any time pressures and adjust accordingly. For example, if the meeting starts a few minutes late, the Humorist and Thought of the Day person may report from their seats, even if the TD does not ask them to. (The Word of the Day person needs to come to the front to post the written Word, however.) We all should remember to avoid turning our backs on our fellow attendees, no matter what our role is, and if we are asked to "stand and give" a comment or report in any role, we should move to the side aisle, if needed, to face the entire audience.

As you can see, the TD is a very important position at each meeting. The TD plays a crucial part in the time management of our meetings, which is certainly a leadership skill worth developing. If you have questions or comments about the TD role or the other suggestions above for keeping our meeting on time, please contact our president [Liza Heinig](#), president-elect [Mary Kay Bilczo](#), or any of the other officers. Thank you for helping us to maintain the high quality and efficiency of our time together!

Time Is Of The Essence...

By Liza Heinig

One of our club members attended the District 10 Conference back in April. When asked what he'd like to see done differently next time, he noted that the conference organizers also seemed to be the same people who were chairing the sessions and that the dual roles seemed to be straining their resources. He noted that the conference quickly fell behind the published schedule, which was awkward and even frustrating for everyone—attendees, organizers, and venue staff.

This situation illustrates the importance of time management in our Toastmasters lives, as well as our professional and personal interactions. I know that this may seem like a hypocritical topic for me to address,

because I often struggle to reconcile my professional obligations during the workday with my efforts to arrive at our club events promptly. General time-management of our own individual schedules isn't the focus of this article, however. I'd like to get us all thinking instead about how we can fit the most value into the 55 minutes of our weekly club meetings, as well as how those skills can be used to increase our effectiveness and efficiency in other speaking contexts and in other events for which we're responsible.

Starting with a very simple example, we all have an opportunity to present prepared speeches in our weekly meetings. Most of those speeches are 5-7 minutes long. When you are speaking, you have an obligation to prepare your speech to fit within the allotted time, which is given for each project in the Competent Communicator manual. If your speech goes over the allowed time, everyone who speaks after you is put

under pressure to "catch up" with our usually-tight meeting schedule and perhaps shorten their own speaking time due to your wordiness. As you practice your speech—you *are* practicing, aren't you?—you should be able to adjust your content to fit within the allotted time. This is not only an issue of respect for others in the club, but also helps you to exercise self-discipline.

If you absolutely cannot say all that you need to in the standard speech time, you should contact the person in charge of the agenda a few days before the meeting and request that your timing for that speech be adjusted. Our meeting organizers spend a lot of time fine-tuning the schedule each week so that—hopefully—each person present can speak, and they can generally accommodate adding or subtracting

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We Are Distinguished!

We did it!!! Our club is a Distinguished Club! This is a superb honor for Cleveland Toastmasters.

Our club achieved this status in both 2004-2005 and 2005-2006, but you made this happen this year! :-)

GOAL	RECOGNITION
Achieve five of 10 goals	Distinguished Club
Achieve seven of 10 goals	Select Distinguished Club
Achieve nine of 10 goals	President's Distinguished Club



DISTINGUISHED CLUB PROGRAM STATUS			
	GOAL	ACTUAL	ACHIEVED
CCs	2	1	
Additional CCs	2	0	
ACs	1	0	
Additional ACs	1	0	
CL, AL, or DTM	1	1	✓
Additional CLs, ALs, or DTMs	1	0	
New Members	4	4	✓
Additional New Members	4	6	✓
Officers Trained (both sessions are required)			
June-August	4	5	✓
December-February	4	6	
Submitted the following items on time (both items required)			
October/April Renewal	1	2	✓
Officer List	1	1	
TOTAL GOALS ACHIEVED TO-DATE:			5

Icebreaker Conquerors

Our Icebreakers continue to plug away! The following Cleveland

Toastmasters completed their Icebreaker speech:

SANDHYA GUPTA April 7th
EBONI DAMMONS June 9th
PHIL PAVARINI June 16th
DAWN TARKA June 16th



Once you face your Icebreaker, the next speech is easier!

Remember your Icebreaker is the gateway to becoming a better speaker!

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a minute or two for your prepared speech. The more warning you can give to the meeting organizers, the better. Even just arranging for more time with the Timer and Toastmaster of the Day before the meeting is better than seemingly disregarding the timing lights during your speech.

We understand that you can get "caught" by a green, yellow, or even red light that seems to sneak up on you, despite all of your practice. Therefore, you should have some idea of material that can be omitted (particularly toward the end of your speech) if you're running out of time. Mentoring assistance is available to every club member—ask your mentor to practice timing and time adjustments with you.

When you have a speaking engagement outside our club, the organizers will tell you how long they would like your speech to take. It is not uncommon for you to be asked to start a little early or else hurry through your material to try to make up for missed timing by other speakers. If you have practiced these skills with your prepared Toastmasters speeches, you will be able to accommodate their requests with ease. What event organizer wouldn't love to work again with someone who is that professional, flexible, and predictable?

At large meetings or conferences, the organizers may even have other

schedule items (e.g., a meal or breakout session) that depend upon the speaker's keeping to his or her allotted time. As a speaker, you can help the event organizers to avoid stress, use their resources efficiently, and present the attendees with a well-run event by carrying out your own timing carefully.

When you are serving in a role during our club meetings, you also have a chance to keep our meetings running on time. The Toastmaster of the Day is responsible for keeping the meeting moving, and you recently received an email (reproduced on page 2 of this newsletter) clarifying that role and explaining how we are trying to streamline our meetings without losing content. Almost every other person having a meeting role can also contribute to an efficient and effective meeting. Our Humorist and Thought of the Day people can choose and, if necessary, rehearse their comments to fit within the minute or two allowed on the schedule. If you are an Evaluator or the Grammarian, you should keep an eye on the time and adjust the amount of detail in your report if the meeting seems to be falling behind or getting ahead of the timetable.

Our club members are often praised for the flexibility with which we substitute members with roles as needed, even moments before the meeting starts. All

members should be prepared to take on a role at the last minute. For example, you can tuck a Thought or Word of the Day entry, or a brief Jest, into your CC/CL manuals so that you have them with you and are always ready to step up and fill in for those roles with little delay. Conversely, if you are scheduled for a role and cannot attend that meeting, please contact the meeting organizers as far in advance as possible so that another person can be found to take over your role. Last-minute delays and cancellations do happen, but even a quick email or phone call to a member who will be there is helpful to keeping the meeting functioning smoothly. We can't start the meeting on time if we're trying to fill roles when people are absent without notice.

Many of your fellow club members have very little flexibility in their schedules, and it is important that our club meetings start and end on time. There are many ways that you can prepare in advance or adjust on the spot to help our meetings flow smoothly. Developing these skills will also help you in your speaking and meeting organizing outside our club.

The District Web site, www.district10.org, lists all the area and division speech contests and conferences.

Why Cleveland Toastmasters Continue to Support Contests

By Tom Greiner

Our club is honored to once again have a member competing at the District Conference in the Evaluation Contest! The whole membership is excited to know that one of our own used time and talent to improve their skills. This is the second year in a row that our club has provided this leadership in this activity to the District. Can you hear the voices in the other clubs? They ask, "How do they do this?" The members in the other clubs think our Cleveland Club must accept only fully trained, experienced speakers as members. This way, we are always able to provide contestants who present

such professional and fully-prepared presentations. Others must think that our Club has a membership filled with long-time Toastmasters that have been in the "contest business" for years. *Nothing* could be farther from truth. It is sad that we cannot share with them our energy, support, and enthusiasm for our member contestants. If they could see our spirit as a club, they would know our secret.

WILL TARTER has Toastmaster experience from another club. He did come to our Club to use his experience and continue to grow in talents. Last year he showed us how to do it! He participated in the Evaluation Contest. He shared his story with us. He asked us for input and help. Members evaluated the Evaluator. Each week he listened to each member who provided an evaluation. He looked for the strengths he could use. He built his skills and talents. He used

them to go all the way to win at District. His example gave Tiffany the belief she could do it. She worked on her evaluation skills each time she took on that role in a weekly meeting. This gave her the confidence she needed to be a contestant.

TIFFANY SCHLEICH has been a member less than two years. She is just now finishing the Competent Communicator Manual. She has just finished the Competent Leadership Manual. She did not arrive on our doorstep with a degree in public speaking. She made up her mind to compete, and more importantly, to be an example for other club members. She wanted to have more members in our club participate. She thought if she could show others that it can be done, she would be successful. She wanted to learn from each contest.

STEVE HILTON participated in the International Speech Contest, taking the name of the Cleveland Club up to the District level last year. He practiced his speech over and over. He asked members to review his techniques. His energy and example helped members of our club to participate at the club level, and area level this year.

Members teaching and supporting members—this is our theme and our belief. We must be proud of the members who participate in the contests. We must be appreciative of those who offer support, evaluations, and feedback to our contestants. Most of all we are thrilled each time a member tries a new technique or idea in a speech. This is our key to success. This is why our club continues to appear at contests when other clubs do not even hold a contest. We believe that contests are part of the Toastmasters traditions that build speakers. Winning is a team effort and it all begins with the applause that you hear each time a member stands to speak or finishes a presentation!

Toastmasters Around Town

Everywhere you go there is a Cleveland Toastmaster!

WILL TARTER married Sarah Ward. **BEST WISHES** to Sarah and Will!



Congratulations Sarah and Will Tarter!

SANDHYA GUPTA completed the Olympic-distance triathlon in St. Petersburg, Florida. She participated in the Leukemia & Lymphoma Society's Team-in-Training (TNT) program and helped raise over \$60,000 for the Northern Ohio TNT chapter.

STEVE HILTON returned for another adventure in Mali, Africa. Please check-out the various photos from his trip.

Both **LIZA HEINIG** and **MIKE**

MACZUZAK ran the Cleveland RiteAid half marathon on May 15th. The half marathon is just a short 13.1 miles. It was such a rainy spring, they probably could have swum the whole the distance.

DEANNA TAUS spoke at the BizBuzz Marketing Seminar on May 23, 2011.

MARY KAY BILCZO was interviewed and taped for a medical device manufacturer's promotional video. Her story is included as part of their IPO.

How To Fill The Room With Your Presence

By J.A. Gamache

I feel that a speaker fills the room with his presence when he is truly genuine on stage. In my opinion, this level of authenticity is achieved by being congruent. In other words, the message he conveys is in harmony with his intentions, self-confidence and emotions. There's another word for this: sincerity.

I don't know how it works. Most of us are equipped with invisible antennas that enable us to feel instantly whether someone is sincere or not on stage. I don't know what gesture or tone of voice will make you look sincere. I believe you simply look sincere because you ARE sincere, and this should happen at three levels:

1- BE SINCERE IN YOUR INTENTIONS

If you're only there to make money or boost your ego, it will show. Before you go on stage, you must be convinced to the depth of your soul that you want to help the audience. When you are convinced you become convincing.

For example, if I'm all fired up about the idea of sharing how I changed my life, it will show. Because I know that all my suggestions truly work, my entire body unconsciously sends the message that I care—which reminds me of the saying, "People don't care what you know until they know that you care."

2- BE SINCERELY CONFIDENT IN YOUR SPEAKING ABILITY

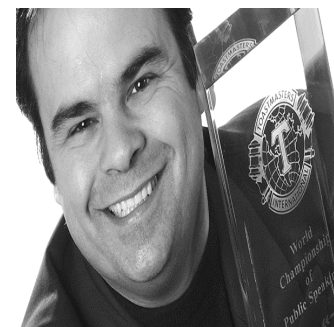


Madu (the hunter), Makono, Kafa and STEVE HILTON hanging out by the well!



Diana, Katherine (Diana's translator), a villager and STEVE HILTON on their way back from visiting with a village family. Diana and Steve are doing the "crazy chicken" dance.

Do you like speaking with someone who's afraid of you? Of course not! It's the same with an audience. When a person is nervous on stage, the audience feels that something is wrong and becomes uncomfortable.



J.A. Gamache was Third place Champion at the 2001 Toastmasters International World Championship of Public Speaking!*

We tend to trust people who look self-assured and confident. How does one become self-confident as a speaker? Well, by speaking often in front of groups. The more you do it, the more comfortable you become and therefore the more you fill the room with your presence.

3- BE EMOTIONALLY SINCERE ON STAGE

Actors know they've connected emotionally with an audience when they are, as they say, "in the zone". It means that when you tell a story you should RELIVE the events that took place. If it was funny, you should have fun in front of your audience. If it was poignant, you should feel touched as you tell it. When we see a person's emotions we tend to perceive him as sincere.

The way we communicate externally with an audience is greatly influenced by the way we communicate internally with ourselves. If you BELIEVE your message will help, if you ARE confident about your ability to speak and if you FEEL what you want others to feel, you will be congruent and therefore you will be perceived as sincere. There is no substitute for sincerity. It fills the room with your presence...

Happy writing!