Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 596 **Date: 7th August 2013**
Chair: Jen Naulu

Pre-meeting:	Get organised.
1.05pm	Open meeting
	Call for apologies
	Welcome guests
	Introduce critic: ***Alan Wright***
	General business: (remind people to turn off phones)
1.15pm	***Stir the pot: Geoff Williams*** (3 minutes maximum, no warning bell)
1.20pm	Announce the topic: ***"Re-modelling Newcastle"*** *(7 mins with a warning bell at 6 mins)*.
	1. Debbie Cleaver **2. Karen Morton**
	3. Simon Krismer **4. Robert Starke**
	Call on impromptu speakers if required and time permits (5 mins with warning bell at 4 mins)
	Call for ***Thankyou*** speech **TBA** (Max.2 min)
1.50pm	Call on critic
1.57pm	Warning bell for critic
1.58pm	Thank critic
1:58pm	Check with treasurer (remind everyone) to pay?
1.**58pm**	**Close meeting No 596**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Nigel Donovan	

Next Week #	297 (14th Aug)
Chair	
Critic	Kaye Simmons
Stir the Pot	Julian Bailey
Speech topic	
Rostered	Stevie Smith
Speakers	Karen Quigley
Thank You Sp	

At close of meeting, place this agenda in the blue folder as a record of the meeting