



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 598

Date: 21st August 2013

Chair: Robert Starke

Pre-meeting: Get organised.

1.05pm Open meeting
Call for apologies
Welcome guests

Introduce critic: **Nigel Donovan**

General business: (remind people to turn off phones)

1.15pm **Stir the pot:** (3 minutes maximum, no warning bell)

1.20pm **Yours Truly: Bernie Garret** (5 minutes, with a warning bell at 4 minutes)

Announce the topic: **"Vote for me"** (7 mins with a warning bell at 6 mins).

1. Lib Fallon

2. Jen Naulu

3. Scott Pfeiffer

4.

Call on impromptu speakers if required and time permits (5 mins with warning bell at 4 mins)

Call for **Thankyou** speech **Ruth Maybury** (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 598**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Nigel Donovan	Debbie Cleaver
Bernie Garret	
Karen Morton	

Next Week # 299 (28th Aug)

Chair

Critic Peter Lewis

Stir the Pot

Speech topic

Rostered

Speakers

Thank You Sp

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