



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 601

Date: 11th September 2013

Chair: Julian Bailey

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: Nol Petrohelos** (3 minutes maximum, no warning bell)

1.20pm **Yours Truly: N/A** (5 minutes, with a warning bell at 4 minutes)

Announce the topic: **"The Seven Wonders of the World"** (7 mins with a warning bell at 6 mins).

1. Lib Fallon

2. Karen Quigley

3. Bernie Garret

4. Geoff Williams

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

Call for **Thankyou** speech (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 601**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd

Next Week # 602 (18th Sept)

Chair Karen Morton

Critic Peter Lewis

Stir the Pot Paul Robinson

Speech topic "The rules I try to live by"

Speakers Debbie Cleaver

Jen Naulu

Robert Starke

Ruth Maybury

Thank You Sp

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