



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 602

Date: 18th September 2013

Chair: Geoff Williams

Pre-meeting: Get organised.

1.05pm Open meeting
Call for apologies
Welcome guests

Introduce critic: **Peter Lewis**

General business: (remind people to turn off phones)

1.15pm **Stir the pot: Paul Robinson** (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 rules I try to live by"** (7 mins with a warning bell at 6 mins).

- | | |
|--------------------------|------------------------|
| 1. Debbie Cleaver | 2. Jen Naulu |
| 3. Robert Starke | 4. Ruth Maybury |

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 602**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
	Karen Morton Lib Fallon

Next Week # 603 (25th Sept)

Chair Karen Quigley

Critic Scott Pfeiffer

Stir the Pot Robert Starke

Speech topic *What would you change about education?*

Speakers Julian Bailey

~~Karen Morton~~

Simon Krismer

Peter Lewis

Thank You Sp

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