



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 608
Chair: Debbie Cleaver

Date: 30th October 2013

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: Alan Wright** (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 elephant in the room"** (7 mins with a warning bell at 6 mins).

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|------------------------|-------------------------|
| 1. Lib Fallon | 2. Paul Robinson |
| 3. Kaye Simmons | 4. |

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 608**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Nigel Donovan	Brian Doyle Robert Starke

Next Week # 609 (6th Nov)
Chair Ruth Maybury
Critic Scott Pfeiffer
Stir the Pot Jen Naulu
Speech topic *The best sport in the world.*
Speakers Karen Quigley
 Nol Petrohelos
 Brian Doyle
 + volunteer

Thank You Sp