



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 611

Date: 20th November 2013

Chair:

Pre-meeting: Get organised.

1.05pm Open meeting
Call for apologies
Welcome guests

Introduce critic: **Brian Doyle**

General business: (remind people to turn off phones)

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

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

Announce the topic: **"Passion is more important than knowledge"** (7 mins with a warning bell at 6 mins).

1. Lib Fallon

2.

3.

4. Scott Pfeiffer

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 610**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Nigel Donovan	

Next Week # 612 (27th Nov)

Chair Alan Wright

Critic Nigel Donovan

Stir the Pot Karen Quigley

Speech topic *Passion is more important than common sense*

Speakers Saeed Ali
Ruth Maybury
Debbie Cleaver
Paul Robinson

Thank You Sp

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