



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 613

Date: 4th December 2013

Chair: Peter Lewis

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: Nigel Donovan** (3 minutes maximum, no warning bell)

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

Announce the topic: **"Tell me something I don't know?"** (7 mins with a warning bell at 6 mins).

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|-------------------------|--------------------------|
| 1. Saeed Ali | 2. Jen Naulu |
| 3. Simon Krismer | 4. Bernie Garrett |

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 613**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd

Next Week # 614 (12th Dec)

Chair Brian Doyle

Critic

Special Meeting Christmas Lunch

Speech topic *My 2013: review*

AND/OR

My 2014: preview

Speakers tba

Thank You Sp