



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 615

Date: 5th February 2014

Chair: Alan Wright

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: Bernie Garrett** (3 minutes maximum, no warning bell)

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

Announce the topic: **"My Goals for 2014"** (7 mins with a warning bell at 6 mins).

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|--------------------------|-------------------------|
| 1. Lib Fallon | 2. Paul Robinson |
| 3. Debbie Cleaver | 4. Peter Lewis |

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 615**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Alan Wright Nigel Donovan Brian Doyle	

Next Week # 616 (12th Feb)
Chair Scott Pfeiffer
Critic Nigel Donovan
Stir the Pot Bernie Garrett
Speech topic *The main challenges for this region in 2014 are*
Speakers Jen Naulu
 Nol Petrohelos
 Simon Krismer
 Kaye Simmons

Thank You Sp

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