



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 619

Date: 5th March 2014

Chair: Bernie Garrett

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: Karen Quigley** (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 Experiences in the Law** (7 mins with a warning bell at 6 mins).

1. Jen Naulu

2. Alan Wright

3. Brian Doyle (15 minutes – warning bell at 13)

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 619**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
	Kaye Simmons Nigel Donovan

Next Week # 620 (5th March)

Chair Lib Fallon

Critic

Stir the Pot Jen Naulu

Speech topic *I get inspired by...*

Speakers Nol Petrohelos

Saeed Ali

Simon Krismer

Robert Currie

Thank You Sp

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