



# Newcastle Speakers Club

Skills for speaking, meetings and presentation

[www.newcastlespeakersclub.com.au](http://www.newcastlespeakersclub.com.au)

## Standard Meeting Agenda

**Meeting Number: 620**

**Date: 12<sup>th</sup> March 2014**

**Chair: Lib Fallon**

**Pre-meeting:** Get organised.

**1.05pm** Open meeting  
Call for apologies  
Welcome guests

Introduce critic: **Kaye Simmons**

General business: (remind people to turn off phones)

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

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

Announce the topic: **"I get inspired by....."** (7 mins with a warning bell at 6 mins).

**1. ~~NoI Petrohelos~~**

**2. Saeed Ali**

**3. ~~Simon Krismer~~**

**4. Robert Currie**

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 620**

### This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Nigel Donovan	Brian Doyle
Karen Quigley + 2 guests	Bernie Garrett
Alan Wright	NoI Petrohelos
Lib Fallon	Saeed Ali
Scott Pfeiffer + guest	Debbie Cleaver
(Nerin Chappell)	Simon Krismer
Jen Naulu + guest	Kaye Simmons
Rob Currie	Neroli Sneddon

**Next Week #** 621 (19<sup>th</sup> March)

**Chair**

**Critic**

**Stir the Pot**

**Speech topic** *I get inspired by...*

**Speakers**

**Thank You Sp**

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