



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 622

Date: 26th March 2014

Chair: Debbie Cleaver

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:N/A.....** (3 minutes maximum, no warning bell)

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

Announce the topic: **"Person of the century"** (7 mins with a warning bell at 6 mins).

- | | |
|-------------------------|--------------------------|
| 1. Steve Bownell | 2. Bernie Garrett |
| 3. Simon Krismer | 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 621**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Nigel Donovan	Alan Wright
Steve Brownell	Paul Robinson
Kaye Simmons	Debbie Cleaver
Karen Quigley	Bernie Garrett
Sara Balin	Simon Krismer
Peter Lewis	Saeed Ali
Brian Doyle	
Nol Petrohelos	
Robert Currie	
Kaye Simmons	
Lib Fallon	

Next Week # 623 (2nd April)

Chair

Critic

Stir the Pot

Speech topic *People have the right to be bigots*

Speakers

Thank You Sp

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