



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 630 **Date: 28th May**
Chair: Casey Hammond

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: Open** (3 minutes maximum, no warning bell)

1.20pm **Yours Truly:** (5 minutes, with a warning bell at 4 minutes, remind attendees not to interject during a Yours Truly)

Announce the topic: **"The best society is one built on merit."** (7 mins with a warning bell at 6 mins).

1. Belinda Reynolds

2. Daniel Drayton

3. Hayden Asper

4. Brian Doyle

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 630**

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Alan Wright	Lib Fallon

Next Meeting # 630 (28st May)

Chair Casey Hammond

Critic Alan Wright

Stir the Pot Lib Fallon

Speech topic *The best society is one built on merit*

Speakers Belinda Reynolds

Daniel Drayton

Hayden Asper

Brian Doyle

Thank You Sp

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