



Newcastle Speakers Club

Skills for speaking, meetings and presentation

www.newcastlespeakersclub.com.au

Standard Meeting Agenda

Meeting Number: 646

Date: 29th October

Chair: Karen Quigley

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: Hayden Asper (3 minutes maximum, no warning bell)

1.20pm

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

Announce the topic: **“Whatever works for you”** (7 mins with a warning bell at 6 mins).

1. Simon Krismer

2. Massimo lu

3. Scott Pfeiffer

4. Nigel Donovan

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 646

This week attendee summary

Attendees (RSVPs)	Apologies rec'd
Karen Quigley	Nol Petrolhelos
Brian Doyle	Casey Hammond
Hayden Asper	Jennifer Naulu
Massimo Lu	Kaye Simmons
Scott Pfeiffer	Natalie Darcy – unavailable until 19/11/14
Steve Brownell	
Mark Harris	
Scott Robinson	
Alison Cameron	
Lincoln Gibbs	
Simon Krismer	
Alan Wright	
Nigel Donovan	

Next Meeting # 647 (5th Nov.)

Chair Hayden

Critic Brian

Stir the Pot

Speech topic “The Arab spring, success or failure”

Speakers Karen, Robert, Stephen, Natalie

Thank You Sp

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