

MEETING NOTES – SEPTEMBER 10, 2005

Meeting at the MARC location in downtown Kansas City, Missouri, the Kansas City Chapter met for an exciting day of education and networking. The morning was opened by Ron Patton, President who asked everyone to introduce themselves in one sentence.

Ron then offered the following President's report:

1. Resignation of two board members
 - a. Melissa Lewis – Moving to West Virginia
 - b. Cynthia Kyriazis – Taking some time off to restructure her business
2. Adjustment to fee structure
 - a. Members (and Candidates) - \$45 per seminar
 - b. First time visitors - \$45 per seminar
 - c. Visitors as guest of Candidate or Member - \$45 (one time only)
 - d. Visitors - \$75 per seminar (unlimited number of Seminars)
3. Financials
 - a. Bank account is moving to INTRUST in Prairie Village
 - b. Total Cash on hand - \$20,461.63
 - c. Board has voted to invest \$10,000.00 in a short term CD at INTRUST (8 month at 3.5%)
4. Programs for members and candidates to:
 - a. attain their CSP (Certified Speaking Professional) – Talk to Chuc Barnes, CSP
 - b. move from candidate to professional – Talk to Ron Patton
5. Outreach – each one bring one
 - a. to Iowa
 - b. to Toastmasters
 - c. people who already speaking professionally and have not found NSA
6. Web site development – Larna Anderson-Beebe
7. New officers/board members
 - a. Always interested in volunteers – Don't wait to be asked
 - b. President-elect Chuc Barnes, CSP – 2006-07
 - c. President-elect Candy Whirley – 2007-08
8. Next Board meetings – at Homer's Coffee House, Metcalf and 80th, OVPK
 - a. October 14, 2005 – 1:30 – 3:30 p.m.
 - b. November 11, 2005 – 1:30 – 3:30 p.m.

Cathy Newton introduced Debra Neal who showcased one of her major presentations.



Debra began with a quote from Mae West that led to everyone participating in a process/game called “Yan-Koloba”. The source of this game was in Africa as a method of teaching values and character. Debra led the group in playing the game and learning about the character traits: Respect, Leadership, Trust, Tolerance, Concentration, Fun, Unity and Responsibility. Using a wooden block and a pad the group moved from the kindergarten level to the high school senior level.

Steve Schumann then introduced Marilyn Snyder, President of Interactive Concepts which specializes in Power Point presentations.



(Marilyn’s web site has details on products and other processes. www.InteractiveConceptsOnline.com)

PowerPoint needs to enhance a presentation, not be the presentation or a teleprompter. In groups, there was discussion of “What makes a presentation bad?” Complaints come in: presentation skills, design, skills. These then become obstacles to a great presentation. These then become building steps for a good use of PowerPoint.

Skills:

1. Format Painter
2. Pick Up/Apply Style
3. Customized Toolbar
4. Control Z
5. Arrow Keys Move Objects
6. Resource Slide for Graphic Objects
7. Recolor Multiple Objects
8. Animated Slides
9. PowerPoint Add-Ons

10. Other resources

- a. Hire a professional designer to do it for you!
- b. Create a customized template
- c. Create customized animations
- d. Can do little bit or a lot

(Remember that you are the presentation and not the PowerPoint presentation.)

Design:

1. Grab attention
 - a. Customized template
 - b. Remove most of the text
 - c. Reveal strategically with: Build and animation
2. Turn words into visuals
 - a. Look for
 - b. Embellish with
 - c. Use a different format for
 - d. Incorporate
3. Keep Their Attention
 - a. Do something
 - b. Bring your message to life
 - c. Turn words into visuals

Delivery Techniques

1. Introduction and Review
2. Closing slides vs. ending slides
3. Blank slides
4. Number your slides
5. PowerPoint notes as a reference

Non-linear Presenting

6. Fast start
7. One-key start
8. One-key start from current slide
9. Turn it off
10. Non-linear moves

After lunch, the group reassembled for drawing for various gifts from Marilyn and other NSA-KC members.



In the afternoon, Melissa Lewis presented “Fast, Fun, and Festive Ways to Involve the Audience.” (www.upsidedownspeaking.com)

Today, audiences are interested in more than just a “show of hands.” That is an aerobics exercise.

Melissa began by asking the group what they used to involve the audience.

She then explained:

Involving the Audience in the CONTENT:

1. Sharing research results
2. Small group work on THEIR challenges, follow-up handout
3. Incorporating THEIR examples/advice

Involving the Audience in the PROCESS:

1. Color card temperature test
2. Secret thought ballots
3. Eagle-eye witness cues
4. Symbolic visual metaphors
5. Hum and stand votes
6. Wave, “seal” of approval
7. Gospel church affirmations
8. Helper jobs
9. Question planting

Processing of a Learning Activity

And time we learn something new we go through four stages: reaction, learning, generalization and application. Melissa then presented a series of questions that reflected each of these stages.

Using a series of exercises, Melissa led the group in demonstrating how to involve the audience in the presentation.

Melissa then opened the discussion to ideas from people in the group as to how they involved the audience in their presentations.

The next Networking Evening for NSA-KC is Wednesday, October 5, 2005 from 6 – 8 p.m.

The next Saturday Seminar is November 11, 2005 at the MARC headquarters in downtown Kansas City.