

LZINC 2011

Jan 13, 2011 Proposed Meeting Agenda

1. Welcome, office intro

2. Items to discuss

A. Attendance (see by-laws)

Monthly review by membership committee

B. Leads: What is a lead? A way to grow your business. Direct actionable business lead, an enthusiastic introduction, a guest to a meeting.

Monthly review by membership committee

C. Meeting format: 7:30-7:45 network

7:45 be seated w/ breakfast, meeting officially starts

7:45-8:10 intro, lead, introduction, testimonial,

something new in your business

(30 sec. intro when guests are present?)

8:10-8:20 10 min. Presentation (2 - 10 min per week?)

8:20-8:30 10 min. Presentation

8:30-8:40 Q&A for presenters

8:40-8:50 Announcements

8:50 Adjourn

D. Member feedback:

Weekly emails to group from president

Meeting recap posted on website

All correspondences, events, calendar, photos etc posted to website

Attendance issues

Inviting a guest

Hold meetings at presenters place of business

Sergeant At Arms/Time keeper

Lead tracking (paper, email or both)

3. Ideas to enhance LZINC:

- A. Guest speaker each quarter. Each committee responsible for 1 guest speaker per year. Can we earmark money for paid speakers?
- B. 4x4's held as part of meeting every other month
- C. Conduct One on Ones as you see fit
- D. Identify Power Partners. Set up round tables once or twice per month for Power Partners focused networking
- E. Set up laptop at each meeting to email leads etc.
- F. Identify a person for each social event to take and send photos to Dan for website
- G. New member mentor/orientation

4. Committees Roles/Responsibilities:

Every member is required to serve on a committee. Each committee To submit their plans and budgets by 1/27 to Brian Daly, E-board

- A. **E-board:** Group focus and goals, finances, resolve issues, keep group informed, lead and attendance monitoring. Run weekly meetings.
- B. **Membership:** Recruit, interview, present new members to group. Track attendance, leads, bring member issues to e-board, assign mentor/orientation of new members
- C. **Marketing:** Maintain website, present ideas for ind. business and group marketing efforts, press releases on group events, holiday giving event, Make a Difference Day. Community, Chamber outreach efforts.
- D. **Entertainment:**
 - 1. Quarterly social events: Holiday Party, Spring event, summer (family) event, Fall event.
 - 2. BAH (bi monthly?) on months when no other event is scheduled
 - 3. Event with LZANG, Business Women Connected Etc?

