

SALEM DOWNTOWN NETWORKERS MEETING AGENDA

SET UP: Breakfast sheet with pen and numbers, drawing bags, biz card folder, and referral slips

6:45 **President, Vice President, Secretary, Treasurer set up for meeting**
Members spend time visiting & networking

7:00 **Begin meeting with Pledge of Allegiance**

7:15 **Welcome Visitors** by name, introduces leadership team members

7:16 **“Purpose” of being in the Networking Group (any member)**
Inspirational Quote of the Day **Zoe**

7:17 **Business Tip of the Day: Dave Williams**
Education & Training Coordinators: Janeen and Tara

President Comments – Explains and Passes the Bag

For our visitors we have two drawings every week. The “ALL OR NOTHING” drawing is optional and the entire bag goes to the winner.

(Passes drawing bag with stack of member business cards) those who want to, just add \$1.00 and your business card.

Pass Business Card Binder

Members and visitors can take cards from the book for the purpose of giving to potential referrals and members should check to be sure there are enough of your cards in the book.

Visitors go ahead and pass some of your business cards around.

7:19 **Secretary Reads Visitor Welcome**
We’ll pay breakfast / number of visits / fees / application process / etc.
Offers SDN policies, guidelines and application to visitor
Ask if person who invited them registered their guest’s visit.

7:20 **Induct Any New Members**
Bring new member to front and introduce them as well as their sponsor
Give new member packet with cardholder (name tag will be ordered)
Everyone reads the Code of Ethics together (Sec. to give bio sheet and speech prep info)

- 7:27 **Member 60-Second Commercials** – Members will now give their 60-second commercials
- Visitors Commercials** after the members so you can get an idea of how to give your 60-second introduction effectively. **Please keep them to 60-Seconds!**
- 7:40 **Vice President’s Report-** Gives number of referrals passed previous week and any other business. **Membership Committee Report-** New applications in progress, mention a couple of professional categories we are trying to fill as reminder to members
- Treasurer’s Report-** Money on hand, amount for the day’s ALL or NOTHING drawing Membership renewals due, or status of organization
- 7:49 **Secretary Reports Speaker Rotation & Introduces Speaker of the Day**
Announces Upcoming Speakers / Dates on sign-up calendar (Sends sign-up calendar around if needed) Secretary introduces speaker of the day by reading bio-sheet.
Remind speaker they have 8-min for presentation w/2-min for questions
- 7:50 **Speaker of the day gives presentation and announces gift prize**
(Remind the speaker they have 8 minutes with 2 minutes for questions)
- 8:11 **Member Referrals / Testimonials - Referrals bag is passed. IF YOU DON’T HAVE A REFERRAL PLEASE GIVE A TESTIMONIAL.** Please keep your comments timely.
Member drawn from referrals bag, wins the speakers gift.
- Ask Visitors if they have any questions or comments about the meeting and how they heard about SDN.**
- 8:25 **Announcements, Special Events or Reminders – Socials – Street Clean-Up or gift planning for members or others.**
- 8:27 **DRAWINGS FOR - SPEAKERS GIFT and ALL OR NOTHING bag**
- 8:30 **Close Meeting – Thank visitors and Members**