

## Weekly Moderator's Guide

To insure that each of our meetings flow in a timely fashion, a moderator, selected in alphabetical order from our group membership, will be asked to:

1. Greet all guests prior to start of meeting. This will help in the welcoming new guest part of agenda.
2. Follow the agenda time line. Moderator - please start meeting at **7:45 am** promptly. The first eight items are allotted ½ hour but may take less time, but **not** more. It is important that the Weekly Agenda Cycle/Topic be run in full time allotted.
3. The new member critique is to allow the guests to express what they feel about the group, so we have feedback as to how this group is being received.

### Agenda Time Line Weekly agenda will be as follows:

7:45 am	1	Remind all that cell phones should be off or in silent mode.
	2	Pledge
	3	Moment of Silence
	4	Welcome New Guests Ask that they meet with our secretary AFTER the meeting to leave their business card and if interested, to pickup a membership application.
	5	Kudos & Announcements
	6	Previous Meeting Minutes
	7	Review New Business / Old Business
	8	30 Second Business Introduction What I can do for you or others (keep it simple) What you/others can do for me (or what is a good lead for me, who do I want to know, etc.)
8:15 am		Weekly Agenda Cycle/Topic
8:45 am		Networking Period Begins
9:00 am		Meeting Break Individual Networking

### The Weekly Agenda Cycle/Topics are:

**Week 1** - Divide into small groups of 3 to 4 members for 40 minutes. Objective would be to exchange information and get to know each other as people. Of course we could talk a little about our businesses and needs if we wish. People refer business to people they like and trust.

**Week 2** - Group exercise in creative, divergent thinking. Ideas to be solicited from the group, Members are asked, what needs do you have this week - how can we help you with ideas. Members should send their requests a week in advance for the agenda. I think of this as an idea generating session.

**Week 3** - Mini workshop on business issues - Member Presentation on Business expertise; example: Linda Sheets on QuickBooks, Larry Rice on computer problems. Topics such as direct mailing / marketing concepts are examples of group discussions. We also may entertain Outside Speakers during this week.

**Week 4** - There will be (2) 15-minute presentations with an additional 5 minutes of questions for each. All attendees have equal opportunity to have their presentation on a rotating basis.

**Week 5** - Meet and Greet. An open meeting for all interested business owners to attend and network, get to know SLBRG group members, how SLBRG operates and see what our group is.