



Visitor's Guide/ Meeting Agenda

Welcome, and thank you for visiting this local chapter of the Freedom Networking Of Maine. Our members are here to help you get networking as quickly and efficiently as possible. This agenda and meeting guide will assist you in the weekly meeting format.

Agenda

1. President's Welcome- Chapter Mission Statement

- The president of the chapter addresses the participants, welcoming members and thanking visitors for their interest in the group. The mission statement of the chapter is 'To Provide Affordable and Effective Business Connections through weekly networking and including free online and after-hour networking for those who cannot afford pricey memberships (but also can't afford to miss networking opportunities).'

2. Officer Reports

- Reports include:

Vice president's highlights regarding passed/ closed business as well as vice president's follow up with random open passed business from previous week

Treasurer reports next date of dues to be submitted and financial strength of the group in regards to expenses such as after-hours events, meeting locations, officer elections, etc.

President reports website hits and updates to the website's structure (Information communicated sourced from website data and education committee)

Education Committee Member reports new or effective marketing methods that are working for different members in the group.

3. Freedom Minute (1 min pitch for members, 2 min for 1st time visitors)

- Starting with the Vice President, members and visitors are given time to re-introduce themselves, discuss what they do, offer promotions or one to one sit-downs, request introductions to other businesses they are trying to meet, discuss target customers or discuss whatever they wish to grow their business.

4. Freedom Floor (5-10 minutes open floor for 1 member per week)

- 1 predetermined member per week will speak on behalf of their business in detail. Topics can include promotions, detailed overview of client interactions, day to day operations, types of clients or referrals that aid in their financial growth, or details about their role within the Freedom Networking Of Maine chapter.

5. Freedom Networking (15 min free networking with members and visitors)

- Members and visitors can take information learned from the meeting and trade business. Index cards are available throughout the meeting room to pass notes or referrals/ leads.

6. Announce Traded Business, Closed Business, etc.

- *Ask Yourself: Did you gain anything from the meeting so far? Learn something new about a member or gain new business lead?* As a means for tracking the growth and success of the chapter, participants (starting with the Treasurer) announce any NEW leads, referrals or closed businesses they received during the 15 minute Freedom Networking or leads/ referrals or closed business from the meeting participants since the previous week's meeting concluded.

7. Issues, Concerns, Feedback, Announcements

- The President reminds the group of the date, time and location of the next After Hours event, then opens the floor for questions, concerns, comments and other announcements including other upcoming events of interest.

8. Meeting Adjourned.

- Thank you for your interest in the Freedom Networking Of Maine. Please feel free to take an application for membership, and we hope to see you at our next meeting or function!

www.freedomnetworkingofmaine.com, fnom123gmail.com