



BUSINESS²BUSINESS
NETWORKING GROUP

Growing Business Through Professional Referrals

Southwest Metro

Operating Guidelines

Eden Prairie Business-to-Business Networking Group

(Last Updated 07-13-11)

Mission Statement:

Formed in March, 2002, the mission of the Eden Prairie Business2Business Networking Group (“Networking Group”) is to provide members with a forum to share business referrals, to present information about their respective industries and share techniques for the development of our respective careers.

Objectives:

- to provide a professional setting to exchange business referrals and leads in a confidential manner
- to provide a forum to share techniques to improve our personal levels of performance
- to provide market information regarding each member’s specific industry
- to develop trusted business associates
- to enhance our business opportunities, be enthusiastic
- to develop new friends and have fun

Membership Qualifications:

Members must be active in a business-to-business industry and place a high value on the participation in our group as a means to enhance their business opportunities. There will be no conflict of interest in the services represented by the group’s membership. In the case of members with multiple services, such members must select one service to represent at the group. Direct personal marketing to the membership is not encouraged.

The board of directors will measure the personal involvement and attendance at regular meetings of every active member. At the discretion of the board, any active member who, fails to attend the meetings as defined below, shall, at the discretion of a majority vote of the board of directors, quorum required, be notified in writing and their membership will be terminated. A member is considered excused if the member contacts a board member regarding the meeting before the meeting starts.

Membership Fees:

There is an initial \$50.00 fee to join and then monthly fees for membership at \$8.00 per month, payable in advance every 6 months (\$48.00). Fees must be paid the first Meeting of January and July of each year and your check should be made payable to: *EP Business-to-Business Network*. New members pay a pro-rated fee to the next semi-annual dues period. All fees paid are non-refundable. Non-payment of fees and/or a lack of attendance will result in discontinued membership.

Membership Principals & Guidelines:

It is the duty of each member of the group to practice the following:

- 1) To possess and maintain high standards of practice and abide by these guidelines and meeting procedures
- 2) To arrive at meetings on time and be prepared
- 3) To share referrals (warm or cold) that result from prospecting, business activity or through working with clients, family and friends

- 4) To share referral success stories, or feedback on what happened with referrals received from the group's members
- 5) To attend meetings regularly. Members who miss 3 consecutive meetings or more than 50% of the meeting within a 6-month period, are subject to replacement in the group
- 6) To be prepared for each weekly meeting as a presenter or focus topic facilitator when assigned to do so

Membership Development Process:

The development of your success in this group most likely will follow a process. The steps of the process are:

- Commitment** – be at each meeting to learn, share and be noticed by fellow members
- Participation** – be active on a committee or support role for continued success of the group
- Develop Trust** – participation in the above two items will lead to the development of trust which is important to fellow members who share referrals
- Relationships** – the more members trust you and you show signs of active involvement in the development of yourself and the group, the higher the probability you will find new relationships develop
- Referrals** – members have stated repeatedly, they prefer to know they can “trust” someone before sharing a referral as it will be a reflection of themselves to the referred person

Meeting Procedures:

- 1) Meetings will be held weekly and will be no more than one hour long
- 2) The Meeting Facilitator will open the meeting by reading the Mission Statement
- 3) Each member will present a 30 second commercial introducing themselves, what they do and explain what makes a good referral
- 4) Each meeting will contain an Industry Presentation by a member (10 minutes with 5 minutes for Q&A) and a Focus Topic Discussion (15 minutes)
- 5) Focus Topic presenter to provide topic 2 weeks in advance to get it on the Agenda
- 6) Cell phones, pagers, etc should be in silent mode during the meeting
- 7) Membership rosters will be updated monthly and distributed electronically to current paid members only
- 8) Referrals will be shared after the meeting is adjourned, or during the week via direct contact or emails with fellow members

New Member Procedures:

- 1) New members must attend two meetings before submitting a membership application
- 2) The prospect then has the option to submit an application for membership. If submitted, then the members present at that meeting will vote on their acceptance to the group.

Committees:

The board of directors shall determine the number and purpose of all special and standing committees necessary for the achievement of the objective and purpose of the Networking Group.

The president shall, immediately following his or her election, appoint the chairpersons and members of all committees, and shall announce such appointments to the Group via the next meeting and email to the membership.

The social committee. The social committee shall promote social outings with members and spouses. The social outing may replace the regular weekly meeting.

The membership committee. The membership committee shall be responsible for follow up with new members to make sure they have the Membership Guidelines, answer questions of new members, and make calls to members lacking in attendance regarding continued membership with the Networking Group. Make the decision to resolve cases of conflicts of business interest representation in the group.

Website:

The membership has a website at www.business2business.bz Members may obtain a page on this website for such member's business by submitting the appropriate information to Curt Wussow. The cost of adding a webpage is to be paid directly by the member and will cover the set-up fees and initial posting of the member's webpage only. The cost does not entitle the member to continued posting on the webpage for a specified period of time. The web page and website may be discontinued at any time at the sole discretion of the Networking Group or its membership. In the event a member's membership in the group is discontinued, their associated web page will be removed from the website.

Group Officers: (04-15-11)

President	-	Heather Nemer
Vice President	-	Mitch Cook
Secretary	-	Doug Denny
Treasurer	-	Kelly Westlund

Decision Making:

Decisions of the Networking Group may be decided by a majority vote of those members in attendance at a regularly scheduled meeting.

Amendments:

These operating guidelines may be amended in writing by the Officers or by the Networking Group at any time. Amended Operating Guidelines will supercede all prior versions of the Operating Guidelines.