



Meeting Agenda 2013

- ❖ Chair provides a 1 minute introduction about the Reading Business Club + an overview of the agenda
 - Club's aim is to provide a productive environment in which to do business, by being approachable to visitors and new members, creating a relaxed feel to meetings and remaining professional in outlook.
 - The Club's uniqueness is the supportive environment we create as we all work to develop our businesses – this is not just about referrals, though we do a lot of that too.

- ❖ Club News - from the steering committee

- ❖ 10 minutes. Chair to re-iterate that presentation is 10 minutes max and should include what the speaker is looking for.

- ❖ 5 – 10 minutes extra time for discussion about speakers presentation.

- ❖ Members 1 minutes

- ❖ Guest Introduction by member who invited them and 1 minute introduction

- ❖ 8.15am – Breakfast

- ❖ Leads / opportunities / testimonials

- ❖ Chair 5 minutes

- ❖ Guests joining instructions - talk with member who invited them or one of the steering committee

- ❖ AOB

- ❖ Close - Chair and 10mins for next breakfast