



MANAGED BY

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Greenhithe Business Group

The Greenhithe Business Group was formed in March 2015.

The group was set up to enable members to share business knowledge and support each other within a friendly professional environment. There is one person per profession in the group. An existing member can veto a new person from joining if they feel it will clash with their business.

Visitors are welcome to attend a meeting; the business they are in must not clash with another member. Visitors must register to visit with Lindsey by completing the registration form on the GBG website.

Members must either live in Greenhithe or Hobsonville Point; represent a Greenhithe or Hobsonville Point business or both. There is no cost to belong to the group. There are a few members of the group who reside elsewhere due to the historical transformation of the group.

Each member should attend a fortnightly meeting, held at Collins Café in Greenhithe on a Friday between 7.30 and 8.30am. If ordering food/drink it should be ordered and paid for prior to the start of the meeting. If regular attendance does not take place the person may be removed from the group. Each member must show respect to other members by not using digital devices, not interrupting and by allowing others to share their opinion without criticising.

It is a good idea to meet up with each of the members one on one. During this one on one time you have the opportunity to find out more about that person and will then feel comfortable to refer business to them. These one on one meetings can easily be arranged to take place after the fortnightly meeting.

Each member will be asked to facilitate a meeting, see following pages.

The group has its own website www.greenhithebusinessgroup.nz. This is where you can find a list of the current members, including their contact details and website link.

All members can join their Groups closed Facebook page; information shared on the page can only be seen by other members <https://www.facebook.com/groups/GreenhitheBusinessGroup>

There is also a Public Facebook page which everyone can access. A great place to promote special offers/events. www.facebook.com/GreenhitheBusinessGroup

COVID

We meet at The Collins so all current requirements for vaccine passes etc. will be required by the café to attend.



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TOPICS AND PRESENTATIONS

Every second meeting will be a topic, something that is useful to discuss within the group and a help to business owners. This will be led by a member but be of general interest. For example: DISC personality types and how this can help your business or relationships with customers.

On the alternative fortnight a member will present and host the meeting, they may choose to talk about their business during this time or educate on a topic.

JOB OF THE FACILITATOR

1. Email members two general questions (**not specific to own business**) on the Monday prior to the meeting, Wednesday at the latest.
2. Arrive early to prepare the table for the meeting with 12-20 chairs. Move the two large tables together with the table end set against the outside wall to allow a gap for people to walk through into the room.
3. Time each speaker when they do their one-minute business update and the when they do their one-minute response to the questions, this is to ensure everyone has the opportunity to contribute and the meeting doesn't go off-topic.
4. Ensure your own presentation is 10 minutes long, if people have questions, save them for when you can meet in person to answer.
5. Use a timer that has an alarm when the time is reached, reset it each time a new speaker starts.
6. Take responsibility and control the meeting to ensure it runs to time and does not go off-topic.

Meeting Agenda

- 7.20am Venue Open (arrive early so everyone is seated and ready to start, phones must be turned off).
- 7.30am Facilitator to welcome members, give member apologies. Lindsey will introduce any guests and share any relevant news.
- 7.35am Meeting Begins
- **Facilitator to ask** each member to present a one-minute update about their business or if a guest is present, an elevator pitch (sales pitch of their business).
 - **Facilitator has 10 minutes** to present what they want about their own business. If members have questions for the facilitator they should save them for after the meeting when they can talk privately.
- OR**
- **A topic will be discussed and feedback given.**
 - **Facilitator will ask the members the pre-prepared questions**, one question at a time and going around the table allowing each member one minute to respond. The questions will be emailed to each member prior to the meeting so they can prepare their answer.
- 8.20am **If time Allows Finish with a WIN** – ask if anyone would like to share a win from the previous two weeks.
- 8.30am Facilitator will close the meeting.

Please allow the facilitator to present without interruptions so that the meeting keeps to time.