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| GBG Logo.png | **MANAGED BY**  **Michelle Beach – Ph 027 222 3500**  [m.beach@barfoot.co.nz](mailto:m.beach@barfoot.co.nz)  www.grantandmichellebeach.co.nz  **Lindsey Carroll – Ph 021 079 1336**  [Lindsey@outbox.co.nz](mailto:Lindsey@outbox.co.nz)  www.outbox.co.nz |

**Greenhithe Business Group**

The Greenhithe Business Group was formed in March 2015 by Michelle and Grant Beach, soon after Lindsey Carroll came on board as a second administrator.

There are two teams within the group. Each teams aim is to share business knowledge and support each other within a friendly professional environment. There is one person per profession in each team. An existing member can veto a new person from joining if they feel it will clash with their business. Other than Lindsey and Michelle members can only belong to one team at a time.

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

Members must either live in Greenhithe or Albany; represent a Greenhithe or Albany business or both. There is no cost to belong to the group.

Each member should attend their Teams 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 will 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 member of their Team 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. It is the facilitator’s role to ensure the meeting keeps to time and flows as per the agenda, a timekeeper will help with this. The facilitator should prepare three general questions (not about their own business) that they will ask at the meeting, these questions need to be emailed to Michelle on the Monday day before the meeting, so she can email them to everyone.

The group has its own website/blog which is funded and managed by Lindsey Carroll. You are welcome to send Lindsey information for the blog at lindsey@outbox.co.nz. This is where you can find a list of the current members, including their contact details and website link. [www.greenhithebusinessgroup.nz](http://www.greenhithebusinessgroup.nz)

All members can join their Teams closed Facebook page; information shared on the page can only be seen by other members of their Team

Team A [www.facebook.com/groups/1539157136350087](http://www.facebook.com/groups/1539157136350087)

Beach B [www.facebook.com/groups/354100181700026](http://www.facebook.com/groups/354100181700026)

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

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**Meeting Agenda**

7.20am Venue Open (arrive early so everyone is seated and ready to start, phones must be turned off).

7.30am Michelle/Grant to welcome members, give member apologies, introduce any guests and share any relevant news, Michelle/Grant will then introduce the Facilitator.

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 the conclusion of the meeting.
* **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. Three general questions will be emailed to each member prior to the meeting so they can prepare. Depending on how many people attend the meeting, there may not be time to ask all three questions, the facilitator will make a call on this.

8.20am Finish with a WIN – go around the group, every person should share a one minute win they have had since the previous meeting; this ensures the meeting ends on a high.

8.30am Facilitator will close the meeting.

**Members are not to interrupt when someone is speaking.**

**The facilitator or someone they nominate will keep track of time,**

**an alarm will sound to alert the speaker they have gone over time.**