



NEW MEMBER GUIDE

Welcome to the Kent Breakfast Club!

We call ourselves “A Network of Friends” because that’s our purpose... not simply to build business among ourselves and collect referrals, but to enjoy being together as friends.

We’re not part of any national or regional organization - we were started in Kent in 1994 and exist to serve our community. All of our dues stay right in the club.

Please take a look at the Kent Breakfast Club. Hopefully, the information contained in this pamphlet will answer any questions you may have. For more information, please contact a club member.

Purpose

To develop and maintain a network of business associates and friends doing business in the greater Kent area who are committed to each other’s professional success.

Member Commitment

1. Regularly attend meetings on time.
2. Get to know and understand other members and their professions.
3. Generate quality referrals to other members.
4. Maintain the highest level of professionalism with members and their referrals to you.

Member Benefits

1. Associate with a network of community business leaders chosen for their integrity, salesmanship and success.
2. Increase your knowledge of the business community.
3. Promote yourself and your business.
4. Receive high quality business referrals.

Dues

You paid a \$50 initiation fee when you joined, and our dues (\$140/quarter) are payable quarterly on the first of January, April, July and October. They may be mailed to our treasurer or brought to a meeting. Dues include breakfast.

Types of Meetings

We meet weekly, with some meetings close to a holiday cancelled. We have four types of meetings: 1: Regular, 2: Open House, 3: Social and 4: Lunch Bunch.

Regular Meetings

Regular meetings are held at Down Home Catering in Downtown Kent. It is located at 211 1st Ave S, Kent, WA 98032. Remember to come early enough to enjoy the buffet before the meeting that begins promptly at 7:30 am.

Open House

We will schedule occasional Open Houses, where an individual member will host the breakfast club in their place of business. The host will provide breakfast, and a tour of the facilities. This meeting replaces the regular meeting.

Social Events

We strive to get to know each other and will schedule socials in addition to the regular meetings. We've had hikes, snow-fun days, corn maze and pumpkin carving outings and holiday parties.

Lunch Bunch

To get to know each other better, we may have a Lunch Bunch. We try to vary the meeting days and locations so that every member has the opportunity to attend. A member is appointed to be the coordinator and that member chooses three other members that they would like to know better and do more business with. The Coordinator invites member, reminds them and pays the tab. The club may reimburse up to \$15 / person for the four person lunch.

At Each Meeting

Timing

We strive to begin right at 7:30 am and end promptly at 8:30 am. We're busy people, so please arrive on time and keep the program moving.

Breakfast

We have a variety of items available at our buffet. Please help yourself as soon as you arrive.

Purpose

We begin each meeting with a reading of our Club Purpose.

Introduction of Guests

We'll take a minute to introduce guests at the beginning of each meeting and let them take 30 seconds to explain who they are and a bit about their business.

Presentations

To get to know our members better, we have a 15 minute presentation at each meeting. This is your opportunity to explain your business, what you do and why people should send referrals your way. Please allow time for questions.

30 Second Commercials

We'll go around the room and you'll have an opportunity to say what's new in your business, and tell what kind of person you are seeking as a customer.

Wants & Needs

You'll have the opportunity to ask for help, or some other service not represented in the club. By passing on these referrals, we build our network tighter.

Thank You

Here is where we thank other members for sending business our way... and perhaps to thank members for the great job they did for us!

Advertising at Meetings

All of us advertise, and are invited to bring advertising materials to meetings. You may place them on the table at the side of the room, or distribute them on the table before the meeting. You may also pass them around the room if you are doing a presentation.

Please do not distribute during your 30 second commercial - they'll be distracting members during someone else's commercial.

Please do not send out blanket emailing or telemarketing to members. If you've established a relationship with a fellow club member, then add that person to your email or call list.

You may add members to your mail list, if you wish - the assumption is that we're interested in each other's businesses.

We do not have a rule against joining similar networking organizations in other communities. We do prohibit you from joining another networking club in Kent, as you would then be faced with a problem in giving referrals.

Attendance

We require that you attend 50% of the meetings in each quarter. If you fail to attend 50% of the meetings in any quarter, you are placed on probation. If you fail to meet the 50% rule in the next quarter, you will be asked to leave and release your classification. Any dues prepaid will be returned.

If you find that attendance is a problem, we ask that you resign and release your classification to someone who can attend more often.

Classifications

You represent your classification, as indicated on our club's Classification Chart. We cannot accept the membership of anyone with your classification, and you will be asked if you wish to permit potential members with classification similar to yours.

The idea is to provide a wide variety of services to club members, not to have a few members provide all services to each other. So think carefully about what your primary business is, and take that classification. Remember that we will do business with someone that fits best, and many times a person in the club with a similar classification will provide more business, not less.

Ethics

Our members are required to have the highest ethics and professional standards. If, for some reason, it is thought that your ethics have been compromised, you will be asked to meet with the Board and discuss the situation. If the Board feels that you have failed to meet our standards, you will be asked to not attend the next meeting. All members will be notified of the discussion and the members will vote whether or not to continue your membership.

The vote will be decided on a simple majority. If you are asked to leave, your dues will be refunded.

Officers & Structure

Our club has these officers:

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| President | President-elect |
| Secretary | Treasurer |
| Members of the Board (2) | |

A nominating committee is appointed and presents a ballot for the mid-month meeting in March and September. Officers are elected for six month terms (April - September and October - March). The president, secretary and treasurer do not have to pay dues for one quarter.

The President conducts the meetings, making sure they begin and end on time and that all items are covered. The President-elect takes over in the President's absence.

The Secretary takes minutes and sends out notice of the meetings. The Treasurer keeps financial records, including dues and meeting participation.

The members at large agree to actively serve and attend when board meetings are called by the president. Officer duties are explained fully in the club's by laws.

Non-Board Committees:

The Sunshine committee sends flowers on the death of a member, spouse, parents or children. They also send cards when needed and follows up with members to see if assistance is needed.

The Membership committee seeks to fill classifications where desired, has membership material available and keeps track of prospective members.

The Social committee plans social events to augment our networking activities, such as the Holiday Party, picnics and special outings. At these events the goal is to get to know each other better so that we can refer.