



Welcome to the GMA's Key Professionals Group! Tips for New Members

KPG meets every Wednesday from 7:45-9am. Our typical meeting is structured to include time to network, 30 second commercials and 10 minute presentations.

Passing Referrals

Pass a referral slip to a member or guest when you have a lead or referral. A referral is when you know someone is interested in the service or product and you probably have mentioned the person's name who is receiving the referral slip. A lead is when you think someone will be interested, but you have not necessarily discussed it with them.

White slip – Give to person receiving referral

Pink slip – Person giving the referral – keep for your records

Yellow slip – pass to leadership team

Attendance

You may miss up to 4 meetings per quarter without penalty. If you miss more than 4 meetings, you will lose your seat in the group. You will then have 1 week to pay a \$20 penalty in order to remain in the group. If you do not pay the penalty within that week, you lose your spot permanently. You are counted as present by putting your initials on the Member Roster that is passed around at the beginning of each meeting. Substitutes are not permitted to attend KPG in your absence.

10 minute presentation

Every 3 months or so, you have the opportunity to do a 10 minute presentation in front of the group. You are responsible for all aspects of your presentation, including any technology that you will need. You may borrow GMA's LCD or laptop, but you need to reserve the equipment in advance. You sign up to do a presentation on a presentation schedule that is passed around at the beginning of each meeting. .

One on Ones

“One on Ones” are when you meet with another member outside of our regularly scheduled meeting to make more personal connections and expand opportunities to give and receive referrals. Although one on ones can be done over coffee or lunch, we also encourage you to visit each other's places of business so you can learn even more about how your fellow members work.

Penalty Box

If you arrive at the meeting after 8AM and the meeting has been called to order, you sit in the “penalty box” in the back of the room. You will be counted as present (sign in on the attendance roster) but you are not permitted to do your 30 second commercial. You can only stand up and say your name and company.

Cell Phone Policy

Please turn your phone off or on vibrate. If you must take a call, please leave the room discretely to do so.

Inclement Weather Policy

If Guilford County schools are closed or delayed, KPG will not meet.

Inviting Prospective Members

Prospective members/guests are welcome to attend a meeting. Prospective members may attend up to two meetings. When inviting guests, please be sensitive to category conflicts with current members.

Parking

You may park in any space marked VISITOR in the GMA parking lot. Otherwise, you may park in the metered spaces on Commerce Place. .50 for 2 hours.

Food/Beverage

The group has breakfast catered each week...feel free to go into our kitchen to get a soda/water or coffee

