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**Hard start at meeting time, arrive early to get settled in!**

1. **Kick-off (15 minutes allocated)**
* **Member Roster Sheet** – (Picture – Company – Sector-Service)provided by ING for future meetings. Replacing member introductions to save time.
* **Introductions (any new members and prospects).**
	+ Coordinator – introduces Newest Members (Name, Company, Sector, Service).
	+ Members will introduce their attending nominated member
* **Member Spotlights -** **1 to 2 Member spotlights.** 2 to 3 minutes max. Coordinator will manage the time and stop at 3 minutes.
	+ Name, Company, Sector, Service, Share a story of how you help a client
* **ING Success Stories from the previous month.**
	+ Client introductions provided by fellow members
	+ Members teaming up to visit client sites
	+ Information gained from the Nuts & Bolts meeting or from other members
1. **Business Development Portion (40 minutes allocated)**
* **Discuss New Business**
	+ **Coordinator will lead off meeting and share specific leads provided by ING Corp.**
	+ **Coordinator will ask members to share specific leads from their clients or the industry**
		- Leads could be expansions, new construction, Cap-Ex, maintenance, or shut-down work
* **Discuss Relationships**
* **Coordinator will use this time to ask members to share information about a company they are doing business with OR a company they are targeting OR new connection/relationship. (Who did you meet with this/last week?)**
	+ **For example: Current Client**
		- * What type of service that I am providing: Capex, Maintenance, or T&M
			* Who is my main contact & other contacts
			* What is the best way to get in the door with this account
	+ **For example: Target Company** Michelin
		- * Why do I want to do business with them and who do I need to contact?
	+ **For example: New Relationship** Clariant
		- * I’ve been working with them for a while and was introduced to their procurement manager – who can benefit from an introduction?
* **Focus on 2 Industrial Clients – Brainstorm Session**
* **Coordinator (with member input) to provide specific information regarding 2 industrial clients**
	+ Company, Location, Products or Services provided
		- Any current or upcoming capital projects or maintenance contracts for bid
		- Key contacts within their organization
		- Any intel on specific ways to connect with this company
	+ Provide detail on any ING members who are working with this company
1. **Chapter Business & Closing (5 minutes allocated)**
* **Upcoming Schedule:** Nuts & Bolts Meetings (In-person or Virtual) & Fuel Events
* **Open Sectors & Nomination Process**
	+ Identify at least 3 to 5 open sectors
	+ Provide 1 nomination card to each member. Members to nominate 2 people to fill the open sectors, a new sector, or join another chapter. ING corporate will reach out to all nominations
* **Closing Coordinator to close out meeting with a sales quote or saying for the month**
* **Networking & schedule M2M meetings**