

Quarterly Roundtables

Quarterly Roundtables are the perfect opportunity to brainstorm for new members.

To get the most benefit from your LeTip Chapter & to form a more cohesive group, we suggest the following Quarterly Roundtable & Business Mixer Schedule be followed:

▶ **Month 1: Tipping Roundtable**

(subjects: Increasing quantity, increasing quality of tips etc.)

▶ **Month 2: Membership Roundtable**

(subjects: Finding guests, sponsorship, recruiting Power Partners, membership contests.)

▶ **Month 3: Business Mixer**

How to run a quarterly roundtable.

The Board chooses a subject and the membership is divided between several round tables. Seating assignments are accomplished either by Power Partnering or by numbering tables and having members draw a number upon arrival. Put a star on one number for each table and the member who picks the star will be the facilitator or captain for that table.

After the Pledge of Allegiance and the LeTip Creed, the President announces the quarterly roundtable, the topic, and any additional information deemed necessary.

The first 30 minutes:

The facilitator gives each member 4 to 5 minutes to share their ideas. Members are encouraged to take notes, as they are not to interrupt the speaker during his allotted time.

The next 20 minutes:

The next section is for “masterminding.” Everyone asks questions and shares their thoughts after listening to each other.

The last 15 minutes:

Each facilitator stands and shares the best ideas from their table. It is extremely beneficial to have facilitators turn in their best idea notes to the secretary who will type them up and pass them out at the next meeting.

The President concludes the meeting with everyone doing their 30 second commercials.

Power Partner Day

One of the largest chapters in the US, LeTip of West Shore, PA recently held a Power Partner Day to increase the amount of Tips passed between these special allies. Considerable planning and member participation went into this event. Here is a rough outline of their program schedule.

8 weeks before event.

- President forms a Power Partner Event Committee consisting of a chair and 3 committee members.

7 weeks before event:

- Committee creates a Power Partner survey for members.
- President devotes 2 or 3 minutes each week to the upcoming event to foster Power Partnering ideals.

6 weeks before event:

- Members fill out surveys. Most relevant questions are:
 - Which members could be your power partners?
 - Which members could be your best source for Tips?
- Committee reads and sorts cards.

5 weeks before event:

- Surveys are passed to members absent the previous week.
- Committee continues the sorting process.

4 weeks before event:

- Committee puts 7 to 9 members into Power Partner tables such as: Advertising, Real Estate, Home Improvements, Attorney/Estate Planning, Cleaning Service, Events, Office Supplies, Office Services, and Health.

3 weeks before event:

- Committee chooses a captain for each table.
- Event mission statement prepared.

2 weeks before event:

- One member gives brief presentation on good listening techniques in preparation for the event.

1 week before event:

- Members receive seating chart with instructions to please plan to attend next meeting and be prepared to listen.

Day of Event:

- Members say Pledge of Allegiance & LeTip Creed.
- Mission Statement Cards are passed out: **LeTip is a business organization of which I am a partner. I want it to work not only for me, but for everyone in the group.**
 - What kind of business would I like to get more of?
 - What opportunities am I missing to Tip you?
- Each member is allowed 5 minutes to present the best Tip for them while the others listen.
- Remaining time is devoted to Q&A amongst Power Partners.

- ▶ **After Event:** West Shore President meets with other area LeTip Presidents to share the program.