

**EXECUTIVE & BUSINESS OWNERS
DIALOGUE GROUPS
GROUP MEMBER PACKET**

For questions, contact:

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OPERATING GUIDELINES

Purpose:

Business Owner/Executive Dialogue Groups are designed to foster open and frank communication among small groups of business owners who are members of the St. Cloud Area Chamber of Commerce. Each group meets in a setting that affords on-going contacts and provides for a confidential relationship among the group's members. The ultimate purpose is to help businesses increase profits and growth.

Membership Requirement:

Participants in Dialogue Groups must be members of the St. Cloud Area Chamber of Commerce in good standing.

Who Qualifies:

Participants are CEOs and owners of companies; partners in professional firms; or persons, regardless of title, who are responsible for direction of a company, or St. Cloud area operations of a company. Participants have formal authority to make final decisions.

How Groups are Formed:

- Each group has ten to fourteen members.
- Members of a dialogue group represent non-competing companies and are generally not in client/customer relationships with each other.
- The Chamber assigns members to groups based on non-competition, size of firm (number of employees) and on a first come, first serve basis.
- Each group member will have the opportunity to review the members of his/her group prior to the first meeting. Requests for a transfer to another group should be made immediately to the Chamber and will be honored if space is available.
- The Chamber selects and trains one member of the group to serve as a facilitator. The facilitator serves as a liaison between the group and the Chamber.
- Groups are formed once a year and meet from September through May or June.
- Continuation in the same group year after year is not guaranteed.

Due to group size and the productivity of group conversation, attendance matters! All group members are asked to make every effort to attend each monthly group meeting.

Group Guidelines:

- Dialogue Groups are expected to meet at least monthly, September through May.
- Each dialogue group operates with complete autonomy, developing its own objectives, priorities, agendas, meeting times, meeting dates and meeting locations.
- Non-members are allowed to attend meetings only by invitation of the entire dialogue group, and then only to serve as a speaker or expert resource for one meeting.

Facilitator Expectations:

- Facilitators serve as the liaison between their assigned Executive Dialogue Group and the Chamber.
- Facilitators must communicate the following to Kellie Libert, klibert@StCloudAreaChamber.com, 656-3834:
 - Monthly meeting dates and times for the year.
 - Agenda for every monthly meeting including the location (you can copy Kellie on your meeting announcement every month).
 - Any concerns or questions they may have about their Executive Dialogue Group.
- Although facilitators help coordinate their Executive Dialogue Group, they do not need to coordinate every group meeting. Facilitators can call on their group members to help facilitate monthly meetings.

Executive Dialogue Group Member Expectations:

- Executive Dialogue Group members are expected to make every effort to attend the monthly meeting of their group.
- Group members should assist their facilitators as they can – hosting monthly meetings, coordinating presentations, offering insight or advice when appropriate, etc.
- Group member are expected to practice confidentiality for every meeting – what is discussed during the monthly meeting stays among group members.

Fees: A nominal \$125 administrative and materials fee is charged per person.

EXECUTIVE DIALOGUE GROUP MEETING PLAN

2018-2019

Facilitator _____

<u>Month</u>	<u>Date/Time</u>	<u>Subject(s)</u>	<u>Host</u>	<u>Company/Place</u>
October	_____	_____	_____	_____
November	_____	_____	_____	_____
December	_____	_____	_____	_____
January	_____	_____	_____	_____
February	_____	_____	_____	_____
March	_____	_____	_____	_____
April	_____	_____	_____	_____
May	_____	_____	_____	_____
June	_____	_____	_____	_____

TOPIC IDEAS FOR BUSINESS OWNERS/EXECUTIVE DIALOGUE GROUP MEETINGS

Finding and keeping employees
Employee handbooks
Hiring and firing
Time management
Staff evaluations
Strategic planning
Pricing for profits
Managing growth
Cash flow
Business' lack of influence on public policy issues
The legislative cost of doing business
Motivating staff
Improving customer relations
Developing policies
Business plans
Balancing work and family
Marketing and advertising
Profitability
Succession planning
Conflict management
Diversity and inclusion
Risk management
Employee engagement
Taking your business to the next level

IDEAS FOR GROUP SHARING/LEARNING ACTIVITIES

Share practical, how-to techniques
Bring in an expert to deal with "hot spot" issues
Invite a specialist to conduct a training session on a topic of mutual interest
Look in-depth at your individual work style tendencies and how to make greater use of your strengths
Problem-solve specific concerns of member companies
Schedule group members to make a formal presentation to the group in areas of special expertise
Test ideas/plans for new ventures
Go to a public training event together and discuss it at the next meeting
Share samples of management policies, procedures and systems that work for you
Review and evaluate selected company plans that are in a developmental phase
Search for "breakthrough" ideas for dealing with recalcitrant problems
Share successes and learn from them
Share failures and learn from them
Exchange business leads
Tell each other about books and journal articles which have been helpful
View and discuss a management video