



Tulsa Professional Association
Professional Business Services

Meeting Format

The standard format for club meetings shall be as follows:

- 11:50 a.m. Luncheon Ordered
- 12:00 p.m. Club Business Begins
- Introduction Guest(s)
- Introduction of Club Members (state your business classifications)
- Speaker/Scheduled Program or round table discussions.
- Discussion of specific leads general leads.
- 1:00 p.m. Meeting Adjourned
- Informal one-on-one discussions among attendees to exchange qualified business leads.

The following point system shall be observed at club meetings:

Attendance Today	1 point
▼ General Leads – Meeting/E-mail	1 point
Qualified business lead given to another club member	2 points
▲ Referral Leads given via Lunch/Phone/E-mail	3 points
Business generated by another member as a result of business lead	10 points
Brought a guest	1 points
Had an Open House	10 points
Visited a Member's Business	5 points

Failure to notify club of intended absence will result in the deletion of 1 point from the point system.

- ▲ Referral Leads – Specific to particular members and consist of contact info. of prospect, or member info. given to prospect.
- ▼ General Leads – Not specific to any particular member.