

**From the Desk of PPBA President Jim Nowak**  
**Meeting Procedure**

The general meetings will be run more formally this year:

1. **Agenda** – There will be an agenda. If you want to be recognized, you need to be on the agenda. The agenda will be prepared after the board meeting. If you need to be on the agenda, please let me know by then. You can e-mail me at [Jimnowak@bex.net](mailto:Jimnowak@bex.net). You can call the office at 419-726-2605. Leave a message if I am not there. In all cases, I need to know the subject, and the time you need. The agenda can be amended up to the start of the meeting. You can let me know as late as dinner, and I will add you. Be warned: If you wait till the meeting, there may be no time for you, or you may only get 30 seconds to make a quick announcement.
2. **Business promotion:** you may promote your business at the meeting.
  - a. You can set up a table with your promotion. Talk to Lynn Boden about this.
  - b. You may have a 30 second commercial (it has to be on the agenda.)
  - c. Robbie Jasin will pick two individuals to tell us about themselves and their business.(no more then 60 seconds each.)
3. **Stand:** If you make a motion, Please:
  - a. Stand
  - b. Look at the secretary
  - c. When the secretary is ready
    - i. State you name
    - ii. Make your motion

Do the same if you are the second to the motion or if you have anything to announce or say please follow the procedure above.
4. **Hospitality:** We will have a Hospitality table at meetings. On it will be your name badge. (Yes, we will have these. Jim Mossing is making them) If you bring a guest, it is \$10.00. If it is a potential member, the dinner is free. Gail is in charge of hospitality.
5. **Guests:** If you have a guest (or potential member) and you want to announce it, let me know before the end of dinner. We will add it to the agenda.
  - a. Guests – you announce
  - b. Potential member- you announce, and the potential member is given 30 seconds to tell us about them and their business.