

**New Business Generation**  
**979-LEADS (5323)**  
**info@albanynbg.com / www.albanynbg.com**

Welcome to New Business Generation, a business leads group for the Albany area and surrounding communities. We welcome you to your first meeting as a guest. Please partake of a lovely breakfast here at Novaks as our guest. Just give your Novaks bill to any board member at the end of the meeting. As a guest you are allowed to attend up to 3-meetings before deciding to join, however only the first breakfast complementary.

New Business Generation allows only one of each business category to participate in the group at any given time, however people do come and go, so even if your spot is taken, there may be an opening in the future. We suggest you sign the guest list and indicate your desire to become part of this group. Similar businesses may join if they focus on different items. A bank may be a member that focuses on checking and savings, while another person could be representing an investment company, while a third processes merchant accounts. All very similar businesses but yet they are still different. We only ask that if your business does cross at some point to refrain from advertising that portion of your business at our group.

The meeting at Novaks is every Wednesday morning starting exactly at 7:45 AM, we ask you arrive early to order your breakfast and get settled in so the meeting starts on time. We try to end the meeting precisely at 9:00 AM. As this group requires participation to exchange leads, before joining please ask yourself if you feel comfortable attending weekly meetings at this hour. Lack of attendance could result in your slot being replaced by another business. Bylaws state that you can have no more than three unexcused absences during any calendar quarter. If you cannot make a meeting due to work, illness or travel, you can call the leads line 979-LEADS. During the meeting we will give honorable mentions to all who called into the leads line. Another option is to send a co-worker or partner as a proxy.

Dues for this leads group is \$80 per year, and is prorated depending on which fiscal quarter you join. Although we meet year around, the summertime from July – August is not mandatory and does not count towards missing time. In the summer although we are in session you can come at your leisure.

Here is an overview of a typical meeting.

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| 1. <i>Pledge of Allegiance</i>                 | 6. <i>Leads &amp; Testimonials</i> |
| 2. <i>Overview &amp; Intro</i>                 | 7. <i>Guest Speaker</i>            |
| 3. <i>Introduction of Board of Directors</i>   | 8. <i>New &amp; Old Business</i>   |
| 4. <i>Introduction of Members &amp; Guests</i> | 9. <i>Announcements</i>            |
| 5. <i>Honorable Mentions</i>                   | 10. <i>Adjournment</i>             |

We try our best to keep the meeting on track and flowing. Please feel free to participate and ask questions, we try to have a fun and enjoyable meeting, although we know our main goal is to pass leads and help promote our members businesses.

If you do wish to join, please pick up an application from the front desk or you can download or fill one out online at albanynbg.com. The website contains all needed information including speaking schedules, member directories, meeting notes and minutes. Speaker schedules are by sign up and are first come, first serve. The speaker signup sheet is distributed with the attendance sheets at each meeting.

If you have any questions, please ask another member or anyone on the NBG Board. We are very pleased you decided to visit New Business Generation and hope your visit is enjoyable.

Cordially,

New Business Generation & The 2008 NBG Board of Directors.