



Welcome to LZINC!

The following are guidelines to help you get acquainted with us and maximize the benefits of joining our group while simultaneously becoming a valued contributing member. More details are provided in the By-Laws which are included in this Welcome packet.

We normally meet every Thursday at Hawthorn Woods Country Club from 7:30 – 9:00 a.m. with breakfast included except when a holiday or other Lake Zurich Area Chamber of Commerce (LZACC) event occurs on that Thursday.

Our purpose

Lake Zurich Invitational Networking Committee (LZINC) is a networking committee of the Lake Zurich Area Chamber of Commerce. Our objective is to generate new and additional business through members actively promoting each other. This is accomplished through:

- Personal recommendations
- Valid and timely business referrals and leads
- Member to member transactions

Benefits to all members

- Timely referrals that provide business growth opportunities
- An environment to discuss business issues and obtain feedback from fellow business people
- Social connections to business owners in the local community

Our Website

Our website (<http://lzinc.org/>) is one of our tools to help promote all of our members' businesses.

As a new member you should send an e-mail to the LZINC Webmaster or via the website contact form with the following to get your company listed on our site.

- Category of your business (optional)
- Business Name
- Your Name
- Business Telephone Number
- Website address



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All members should send testimonials by e-mail to the LZINC Webmaster when they have enjoyed the services of an LZINC member to assist in promoting their business. Be reminded that what we send out comes back to us in future testimonials for our own services.

New Member Mentoring

New members will be assigned a mentor from the group for the first 90 days of their membership to help guide them and help them become familiar with the group. The Mentor will also help them select a committee to join.

The Card Book

A card book sits at the entrance of every meeting. Its purpose is to provide contact information for LZINC members to be used for business leads. It is recommended that every member have a card on file for every member. Each member should stock a page of their business cards in the card book so that others can take one when needed.

Our responsibilities as members

- Arrive at the meeting start time of 7:30 a.m.
- Attend all scheduled meetings of the committee. However no more than three meetings per quarter may be missed by an LZINC member organization without consideration of special circumstances. Chamber Business Connections (breakfasts and lunches) are considered a replacement for missed meetings. Members are encouraged to wear their LZINC name badge to these meetings and mention their membership in LZINC when they formally introduce themselves. Members can also send a guest in their place to an LZINC meeting to count as present; the substitute guest should present a 60 second introduction about the member and then can add their own 60 second introduction provided that their services do not conflict with an existing LZINC member.
- Enthusiastically furnish VALID and TIMELY business referrals or leads on a continuing basis to other members. A monthly average of one (1) referral shall be considered the minimum requirement after the first month of membership.
- Be prepared to provide a lead, enthusiastic introduction or member testimonial during their 30 second introduction each weekly meeting.
- Provide a semi-annual presentation about their business to assist in helping members better understand their business.



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- Participate in a committee (social, marketing or membership).
- Maintain active membership in the Lake Zurich Chamber of Commerce.

Leads

All members should send e-mail notification or complete a lead form and submit to the LZINC Secretary when they have given a lead to another LZINC member.

Dues and Payment

Dues invoices (currently \$129 as of 01/01/2012) are sent approximately 30 days prior to a quarter's end. Payment is due on the first day of the quarter. It is each member's responsibility to budget for this cost and make timely payment. The Dues payment includes the cost of breakfast served at meetings.

New members will also be assessed a one time \$50 initiation fee.

Committees

All members must be an active participant in one of the three committees that serve the membership. These committees are Social, Marketing and Membership. Every January members sign up to serve on one committee for that year.

Guests

Members should e-mail a request to the LZINC President if they want to bring a guest as a potential new member. This allows for a review of whether there are any conflicts in bringing the specific guest. Information to be provided with the request should include the name of the guest, their business name and their profession/category.

It is the host member's responsibility to educate their guest briefly prior to attending the LZINC meeting on when it is appropriate or not appropriate to speak up and promote themselves as a guest at the meeting. They must also be educated to promote themselves only for their stated line of business which was accepted with their invitation. This is not aimed at restricting guests but at supporting and protecting existing members and their stated lines of business.



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A guest who attends at least one LZINC meeting is considered a lead generated for the host member.

Larger Commitment

Members' commitment to LZINC extends beyond attending the 1 ½ hour weekly meeting. The group strongly believes that in order to generate leads from the group for your business you must be able to give leads to other members of LZINC. To be able to give leads to others effectively you will need to know those people and we believe the best way to do that is to spend time with them and get to know them on a deeper level.

The Chamber hosts numerous events throughout the year which offer opportunities to promote your business and particularly get to know LZINC members in another setting and to help them promote their businesses as well. Regular monthly Chamber events are typically two Business After Hours and one Business Connections (either breakfast or lunch). It would be expected that you attend some of these events during the year.

In addition the LZINC social committee plans extracurricular events to foster spending time with our members in a more social setting and to allow us to get to know each others' families and significant others as well. Typically regular events are an LZINC Business After Hours to be held monthly immediately after one of the Chamber's Business After Hours events; there are also quarterly events (spring and fall get togethers, a summer picnic and a Holiday party held in January). It is highly encouraged that you attend at least some of these events each year. The quarterly events are funded out of our membership dues. Cost for the monthly Business After Hours are your own out of pocket expense. You are also encouraged to bring your spouse or significant other to the holiday party and your entire family to the summer picnic.

LZINC also believes in giving back to the community. Each year at Christmas we buy coats and gloves for less fortunate families, gather to wrap them and then a few members will deliver them. In addition we try to do an activity each year where we donate our time to a worthy cause. Past



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activities have included assistance to a bird sanctuary and planting trees. While the funding for these activities is provided from our treasury, members are encouraged to contribute their time to help.

Involuntary Termination of Membership

An LZINC member may be removed by vote of the steering committee when a member is in arrears in quarterly fees for a period of one (1) quarter and one (1) month. They may also lose their reserved place for their category of business within LZINC due to non-payment of dues which could allow a competitor to replace them.

We encourage you to ask active questions of your mentor in LZINC as you discover how best to be a part of our group but we also want you to know who your leaders/steering committee are and how to contact them.

Need to contact one of our members?

President	Jack Edgar	dredger@hwfdc.com
Vice President	Justin Pathmann	justin@pathmanncm.com
Secretary	Susanne DePaepe	Susanne@hallmarkpromotions.com
Treasurer	Brian Daly	brian@bottom-line-solutions.net
Webmaster	Justin Pathmann	justin@pathmanncm.com

Please be reminded that you can also check our website member list <http://lzinc.org/members> to find contact information for any of our members.