

**New Business Generation**  
**979-LEADS (5323)**  
**www.AlbanyNBG.org**  
**albanynbg@gmail.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 two meetings before deciding to join, however only the first breakfast is complimentary.

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 by 9:00 AM, or sooner when possible. 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 four 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 to avoid taking an absence 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. We do meet year around; however, the summertime attendance from July – August is not mandatory and absences does not count during these two summertime months. Your attendance is still encouraged to keep up on the news and current happenings.

Here is an overview of a typical meeting:

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| 1. <i>Pledge of Allegiance</i>  | 6. <i>Guest Speaker</i>                                      |
| 2. <i>Overview &amp; Intro</i>  | 7. <i>Drawings: Speaker door prize &amp; Gambling basket</i> |
| 3. <i>Introduction of Board of Directors</i>                                  | 8. <i>New &amp; Old Business</i>                             |
| 4. <i>Introduction of Members &amp; Guests, plus Leads &amp; Testimonials</i> | 9. <i>Announcements, Events &amp; Special Offers</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 our main goal is to pass leads and help promote our member's 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.org](http://albanynbg.org). Our website contains all needed information including speaking schedules, member directories, event calendar and more. Speaker schedules are on a first come, first served sign-up sheet. The Speaker sign-up sheet is available with the Attendance list at the sign-in area of 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 NBG Board of Directors

[www.AlbanyNBG.org](http://www.AlbanyNBG.org)