



# Chamber Connection

Trotwood Chamber  
5790 Denlinger Road  
Trotwood OH 45426  
www.trotwoodchamber.org

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After many months of working to get our national program arranged with Office Depot, it is finally in place. This is an opportunity to you our members (investors) to save money on your office needs. The card has been emailed or mailed to all members; however, if you did not receive your card, call the Chamber at 937.837.1484 or email [trotwoodchamber@earthlink.net](mailto:trotwoodchamber@earthlink.net) and we will see that you get a card. Our sincere thanks to Mark Ewald, our new representative from Office Depot, for all of his hard work to get this program in place.

Congratulations to Friendship Village on the dedication and grand opening of their new skilled therapy and assisted living wing. Open house for this new wing was Sunday, February 26.

Marie Battle, CAP, Executive Director

## Friendship Village Grand Opening/Ribbon Cutting February 21, 2012

Friendship Village Retirement Community recently celebrated the dedication of their new 30-bed therapy wing. Area dignitaries were on hand to cut the ribbon and join in the celebration. The group included Congressman Mike Turner, State Representative Roland Winburn, Commissioner Judy Dodge, Mayor Joyce Sutton-Cameron, along with the Friendship Village President and Vice President, Ted McMullan and Molly Morand. The new wing features 18 private rooms, 12 semi private rooms, a huge therapy gym and wi fi throughout, dining area and homelike lounge. Also being celebrated is the addition of 90 additional assisted living apartments that feature 1 and 2 bedroom apartments.



Left to right: Jerome Demmings, Molly Morand, State Representative Roland Winburn, Congressman Mike Turner, Ted McMullan, Hyla Weiskind, County Commissioner Judy Dodge, Trotwood Mayor Joyce Sutton-Cameron, Bill Shields

*"You can employ men and hire hands to work for you, but you must win their hearts to have them work with you"—William J. H. Boetcker*

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**Executive Director**  
Marie Battle, CAP

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# Chamber Connection

## State of the City Address

*You are cordially invited to attend*

*The City of Trotwood State of the City Address*

*Presented by*

*The Honorable Mayor Joyce Sutton-Cameron*

*Thursday, March 29, 2012—7:30 am to 9:30 a.m.*

*Madison Lakes Learning & Conference Center*

*581 Olive Road—Dayton Ohio 45427*

*Breakfast Buffet served from 7:45 a.m. to 8:30 a.m.*

*Cost: \$8.00*

*RSVP to 937.837.1484 by March 26, 2012*

*Sponsored by Summit Towing*

*(Hosted by Trotwood Chamber of Commerce)*

As many of you are aware, Huber Heights, Northmont, Vandalia and Trotwood chambers are co-sponsoring several enrichment workshops. It is our hope that these workshops will provide information to you that will help you improve the way you are doing business as well as help you improve your bottom line. The workshops scheduled are:

- |                                      |            |
|--------------------------------------|------------|
| 1. Small Business Marketing Workshop | March 8    |
| 2. Safety (meth) in the workplace    | March 22   |
| 3. Generation gap                    | May 10     |
| 4. Internet wealth                   | August 9   |
| 5. Financing                         | November 8 |

### **Overview of "Safety (Meth) in the Workplace" March 22, 2012**

The discussion topics will include—1)What is meth, extent of meth problem, effects on meth use, what is meth lab, location of labs, identifying lab waste. 2) Chemical, toxicological and physical hazards, contamination and decontamination, lab safety and what you should do, children endangered by parents abusing and manufacturing meth. The presentation will be made by Dwight L. Aspacher, Ohio Bureau of Criminal Investigation, Clandestine Drug Lab/Cannabis Suppression Unit. The cost to attend is \$5.00 and includes a continental breakfast. Networking and continental breakfast start at 7:30 a.m. followed by the presentation at 8 a.m. Mark your calendar to attend this very informative workshop. RSVP to 937.8371484 or email trotwood-chamber@earthlink.net, deadline to RSVP is March 19.

All enrichment workshops will be held at Miami Valley Career Technology Center, 6801 Hoke Road. Clayton Ohio.



# Chamber Connection

## How to Run an Effective Meeting

People hate meetings that waste time. Many meetings don't start on time. They're unfocused. And they last too long. *The meeting consultancy Time Bridge suggests that [45 minutes is a good average for most meetings](#). A meeting expert says that 43 percent of meeting time is wasted. But [workplace meetings](#) are here to stay. Managers and experts say it's important to make them more efficient. Here are 10 tips to help you run effective and [productive meetings](#).*

- 1. Question the need** - Before you schedule a meeting, decide whether it's necessary. Maybe you can [communicate just as effectively by e-mail](#), phone or by calling someone into your office. This is an important decision to make," said William Muir, president of Vectec, a Virginia website-development firm. "You don't want to meet if you don't need to meet."
- 2. Invite only essential people** - Meetings with fewer people in the room have the potential to end faster. If you have regular attendees at your meetings who rarely speak, ask yourself if they really need to be there.
- 3. Create an agenda and stick with it** - Make sure the participants know why they're summoned to the meeting. Don't waste their time by bringing up issues that are not on the agenda. Make it clear to attendees how long you expect the meeting to last. Ideally, it will be a short meeting. But it needs to be long enough to ensure that everyone leaves with a clear understanding of the discussion and the decisions. Never meet without an agenda," Muir said. "You've got to have one."
- 4. Be clear on expectations** - Are they there to listen, to brainstorm, to give their input or to debate? Let them know.
- 5. Single out latecomers** - Lock the door to the meeting room if you can after the meeting is scheduled to start. Or, require late arrivals to fetch coffee or water for the others. Whatever you do, do it in a way that will cause them to change their behavior but not humiliate them.
- 6. Start with the important stuff** - If the meeting agenda includes more than one topic, make sure the first is the most important one. People are more likely to arrive on time and ensure that the most important issue will be discussed.
- 7. Ban food** - Unless it's a lunch meeting, don't provide food, which can be a distraction and lengthen the meeting. It also causes a mess for someone to have to clean.
- 8. Ban electronics** - Unless they're needed, ban BlackBerries, iPods, [laptops](#), smartphones and other distractions.
- 9. Stand up** - If time is of the essence, consider holding a meeting in a place without chairs. The Japanese have been doing it for years, and their meetings are known to be short and sweet.
- 10. Summarize** - To close the meeting, the person in charge should briefly review what participants accomplished and what the organizer expects them to do, if anything. Also, consider sending a succinct e-mail that summarizes the meeting. *Mark Di Vincenzo is a journalist with 24 years of experience and a New York Times best-selling author.*



# Chamber Connection

On February 15 Trotwood Literacy Center, Historical Society, the Mustard Seed Foundation, and Trotwood YMCA participated in our first "Chamber Equips" Quarterly Meeting for members. All businesses that participated did an outstanding job. Thank you very for your participation.

Our goal is to focus on different businesses, organizations and schools at our quarterly meetings. The next quarterly meeting is scheduled for Wednesday, May 16. The Alzheimer's Association, Heard Management and Trotwood Library have already agreed to participate. If your business, organization or school are interested in participating, please call 937.837.1484 or email [trotwood-chamber@earthlink.net](mailto:trotwood-chamber@earthlink.net).

**Remember to "think globally and shop locally"**



Thank you for renewing your membership

Account Angel Bookkeeping  
DP&L

Dayton Hara Complex

Fifth Third Bank

FirstDay Financial

Friendship Village

Good Will Easter Seals of Greater Dayton

Greater St. John Baptist Church

J. W. Devers & Son

Precious Blood Church

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## *Flash Quick Copy*



We Copy Up a Storm  
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## Friendship Village Retirement Community

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Dayton Ohio 45426  
(937) 837-5581

## *Summit Towing, Inc.*

Over 65 years in Dayton  
4164 Gardendale Avenue  
Dayton OH 45427  
Phone: 937.268.6100  
Fax: 937.268.0277



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