

Staff Meeting

16/08/2018 10:00 - 13:00

Presenters	Connie Nielson, Dawn Smith, Dustin Parks, Fatima Campbell, John Hamilton
Attendees	Bob Smith, Connie Nielson, Dawn Smith, Dustin Parks, Edward Arroyo, Fatima Campbell, Jennifer Nichols, John Hamilton, Liam Pettit
Location	Conference Room

1. WELCOME

10:00-10:30

Presenter(s): Dawn Smith

Description

Intro announcements to staff

1.1. CALL TO ORDER

Description

The attendance of all persons present is noted, either by calling out each member's name or by asking attendees to sign a presence sheet.

Decision

Everyone is present for the meeting

2. READ ADMINISTRATIVE REPORT

10:30-11:00

2.1. BUDGET REPORT

Presenter(s): Connie Nielson

Description

Presentation of Income, Expense, and Budget

Connie Nielson

We are 20% ahead of budget for the first half of the year. P&L sheets were submitted by all members of the team on time which meant we are able to provide an up to date report on the budget. We are please with the progress made by all members of the team and anticipate that we will maintain 20% ahead of budget for the rest of the year.

Jennifer Nichols

We are delighted that the budget looks so positive and we would like to thank the whole team for their efforts. It's important that we maintain to provide weekly trade packs in a timely manner for review at the start of each week.

Connie Nielson

An interesting trend is to see that Online retail is now accounting for over half of all trade. It's clear that the strategy to focus on the release of new items to the online platform before stores appears to be in line with the driving market factors

2.2. ANNOUNCEMENTS

Description

Any items that need to be known to all staff

Dustin Parks

Over the next 3 months we will be moving the IT Support Desk to their new offices at the new end of the building. Whilst we do expect this to cause some internal disruption we appreciate everyone's patience with the move. This move is to allow the external

fitters to come in and complete the final phase of the redecoration of the first floor.

Discussion

Sarah Walker is going on maternity leave at the end of this week. We wish her all the best. Edward Jones, who has been shadowing Sarah over the past two weeks will be temping for Sarah for this period.

3. PRESENTING ONGOING PROJECTS

11:00-11:30

3.1. TEAM 1

Presenter(s): Dustin Parks

Jennifer Nichols

New Store Opening

We are on track for the opening of our new flag ship store on the high street at the end of the month. All internal fixtures and fittings have been completed and staff have begun training on the new systems and layouts for the store.

Dustin Parks

We have encountered difficulties with recruitment however this is due to absences within the HR department over the past few days. HR have informed us that they will be finalising the contracts of the remaining new starters this week and we will have completed recruitment ahead of the proposed deadline.

Jennifer Nichols

We decided to hold a pre-opening event at the site for local members of government and chambers of commerce to see the store and meet some of the staff who will be working there. We've received a number of grants from the local government to get this project up and running and we thought this would be a great opportunity to celebrate the opening.

3.2. TEAM 2

Presenter(s): John Hamilton

John Hamilton

Re-brand of Childrensware

This project has been postponed until Spring 2019

3.3. TEAM 3

Presenter(s): Fatima Campbell

Discussion

Implementation of new e-commerce payments system

Fatima Campbell

Following a consultation with our e-commerce partners we have decided to change the method by which online payments are taken and administered. We are in the needs analysis phase with our internal IT and Project Management Office to help identify the requirements and process towards making this change. A steering committee group will be put together to manage the delivery of this project and we plan to meet every 2-weeks.

4. NEW BUSINESS

11:30-12:00

Description

There may be many items in new business

4.1. ANY NEW ITEMS

Description

For example, any events other happening in the company, such as a department lunch, employee appreciation events or local events that the company has been invited attend.

Discussion

To celebrate Sarah's maternity leave we will be having a special lunch for the first floor next Friday. We have arranged a small gift for Sarah and will be presenting it to her there. If you still want to make a donation to the gift please contact her team. Anyone available to help with the lunch set up, please also contact Sarah's team

The last Friday in August will be a dress down day in aid of raising money for our selected charities. Please bring in £5 for this.

5. OPEN DISCUSSION

12:00-12:30

Description

Talk about any problems, interesting facts or any other items that the group wants to discuss.

Decision

No new items were raised in open discussion

6. ADJOURNMENT

12:30-13:00

Tasks Summary

Task	Due Date	Owner	Project	Completion	Priority
Send out invitations for pre-opening event	21/08/2018	Dustin Parks, Jennifer Nichols		0%	*****
Provide list of members of Project Steering Committee for implementation of new e-commerce payment system	24/08/2018	Fatima Campbell		0%	*****