



FEBRUARY MANAGER MEETING AGENDA

February 23rd, 2016 12pm-1:30pm

1. WELCOME AND INTRODUCTIONS: 5 minutes
 - a. SIGN IN SHEET
2. ROD'S UPDATES: 10 minutes
3. EMPLOYEE BENEFITS AND UPDATES: 15 minutes Steven
 - a. Internal Job Promotion Procedures/Job Postings- Handout
 - b. Mission Cares Updates- Handout
4. BONUS UPDATE: 5 minutes Zsolt
 - a. Sales Goals Updates- Handout
 - b. Bonus Updates- Handout
5. EMPLOYEE MEAL POLICIES PROCEDURES: 5 Minutes Zsolt/Roger
 - a. Meal Vouchers for Employees

QUICK BREAK 5 MINUTES

6. CUSTOMER SERVICE: 20 minutes Kathy, Roger, Mai
 - a. Interacting with Customers- Handout
7. INTER COMPANY TRANSFERS: 5 minutes Roger
 - a. Transferring
8. TERMED EMPLOYEES & BADGES: 5 minutes Kathy
 - a. Final Paycheck Procedure
9. MAINTENANCE PROCEDURE: 5 minutes Roger
 - a. How to request a work order- Handout
10. AWARDS, CLOSING: 10 minutes Kathleen/Rod
 - a. Roles and Responsibilities- Handout
 - b. Team Member of the Month Voting- Handout
 - c. March Calendar- Handout
 - d. Manager of the Month
 - e. Inspirational Story



CURRENT EMPLOYMENT OPPORTUNITES

Mission Yogurt is Growing! Grow with it!

Are you ready to grow? At Mission Yogurt, we believe that it is not a Job, not a career, it is a Mission! Since you are part of the Mission, how about we start your next growth spurt? Begin by speaking to your Manager. You can also contact Human Resources by emailing HR@missionyogurt.com

March Postings

Restaurant Porter- A Kitchen porter works to maintain the levels of perishable inventories. Stocking the line for success. OPENED 2/1

Quick Service Supervisor within Taco Bell, KFC, and Einstein Bros. Main - Quick Service Supervisors are responsible for ensuring that the daily operations of a restaurant run smoothly. They will be the first point of contact in role modeling the Mission Yogurt Culture. As a Supervisor they will ensure that all Team Members understand the process of multiple tasks in the Store. OPENED 12/1

Mid-Service Supervisor within Etoi's - Quick Service Supervisors are responsible for ensuring that the daily operations of a restaurant run smoothly. They will be the first point of contact in role modeling the Mission Yogurt Culture. As a Supervisor they will ensure that all Team Members understand the process of multiple tasks in the Store. OPENED 2/1

Assistant Manager within Einstein Bros. - Quick Service Assistant Managers are responsible for ensuring that the daily operations of a restaurant run smoothly. They will supervise employees, inventory food for the restaurant, and handle major challenges and minor tasks. Assistant Managers are most importantly responsible for ensuring the happiness of customers and making sure that customers are satisfied with their experiences at the restaurant. OPENED 2/15

Quick-Service Restaurant Manager - The Quick Service Manager will run the day-to-day operations in one of Mission Yogurt's Quick Serve restaurants. This includes overseeing personnel, ensuring that the facilities are properly maintained, taking steps to ensure customer satisfaction and overseeing the upkeep of Quick Serve Managers administrative and financial records. This includes the planning and direction all front of house hourly staff, Supervisors, and Assistant Managers in all forms of Mission Yogurt's philosophy of Customer Centered and Service Centric customer service. OPENED 2/15

Full-Service Restaurant Manager within Root Down, and Timberline - The Front of the House Manager will run the day-to-day operations in one of Mission Yogurt's fine dining restaurants. This includes overseeing personnel, ensuring that the facilities are properly maintained, taking steps to ensure customer satisfaction and overseeing the upkeep of FOH administrative and financial records. OPENED 9/1

Kitchen Manager within Root Down, Timberline - The Kitchen Manager will plan and direct all kitchen functions, including but not limited to food purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness. The KM is responsible for the training and recruitment of employees as well as purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness. OPENED 11/1

There are plenty more positions posted under the CAREERS tab on the www.MissionYogurt.net website. Submit your resume to HR@missionyogurt.com with the job your applying for the email body. There will be a lot of new posting coming soon!!



Mission Cares

Join the Mission!

Mission Cares is group within Mission Yogurt Inc. who are dedicated to enhancing the well-being of fellow employees and our communities by bring support in times of need. Mission Cares is dedicated and driven to being a support mechanism for fellow Team Members in practicing employee engagement and integration of team-spirit and support when times of crisis arise.

How is works

The fund is completely grown through Team Member's conurbations. When a crisis arises, any Team Member, regardless to whether they contribute to the fund, would be able to request funds for issues related to a documented crisis. It's like "passing the hat" to collect for anything needed during, or after the time of need. Medical assistance, clothing, food, and bereavement are some examples. The fund, since it is sponsored by the Team, is completely transparent, and quarterly statements will be disclosed. Individual requests for fund liquidity will also be available upon request.

Guidelines

Our hope is to offer a service to the Mission Yogurt Inc. communities with support for years to come. In order to do so, our sustainability is critical. Thus, we do have guidelines in place to help us reach our goal of supporting members of the Mission Yogurt family with dignity.

There is no suggested donation, as the amount you give each paycheck reflects the amount we can cover in case of needs that arise in the future. We ask that those who are able contribute any amount do so.

For Team Members who cannot give a pre-scheduled donation amount or donate their fair share, we ask that you consider scheduling a donated amount in the future.

The funds collected will be available to any Mission Yogurt Team Member regardless of their ability to contribute.

All Mission Cares program documentation, other than the contributing amounts, will completely transparent and quarterly statements will be disclosed. Individual requests for fund liquidity is available upon request.



**Acknowledgement of Enrollment in
Mission Cares Voluntary
Payroll Deduction Program**

I have been given the Mission Yogurt Inc. Mission Cares (MY Cares) directives and program information. I understand that I have volunteered to help the Mission Cares employee assistance program.

The amount donated per paycheck is chosen completely by each Team Member whom decides to join Mission Cares team. The amount chosen will be deducted each payroll cycle. Each donated dollar will be used 100% in the assistance of a Team Member during times of crisis.

Team Members have a right to know how MY Cares funds are maintained and distributed. All documents, policies, and distribution policies are available for review on MissionYogurt.net under the employee tab. MY Cares volunteers work to vet each request for need to ensure all criteria are met, and continue working closely together throughout the granting cycle with continual monitoring, and reporting.

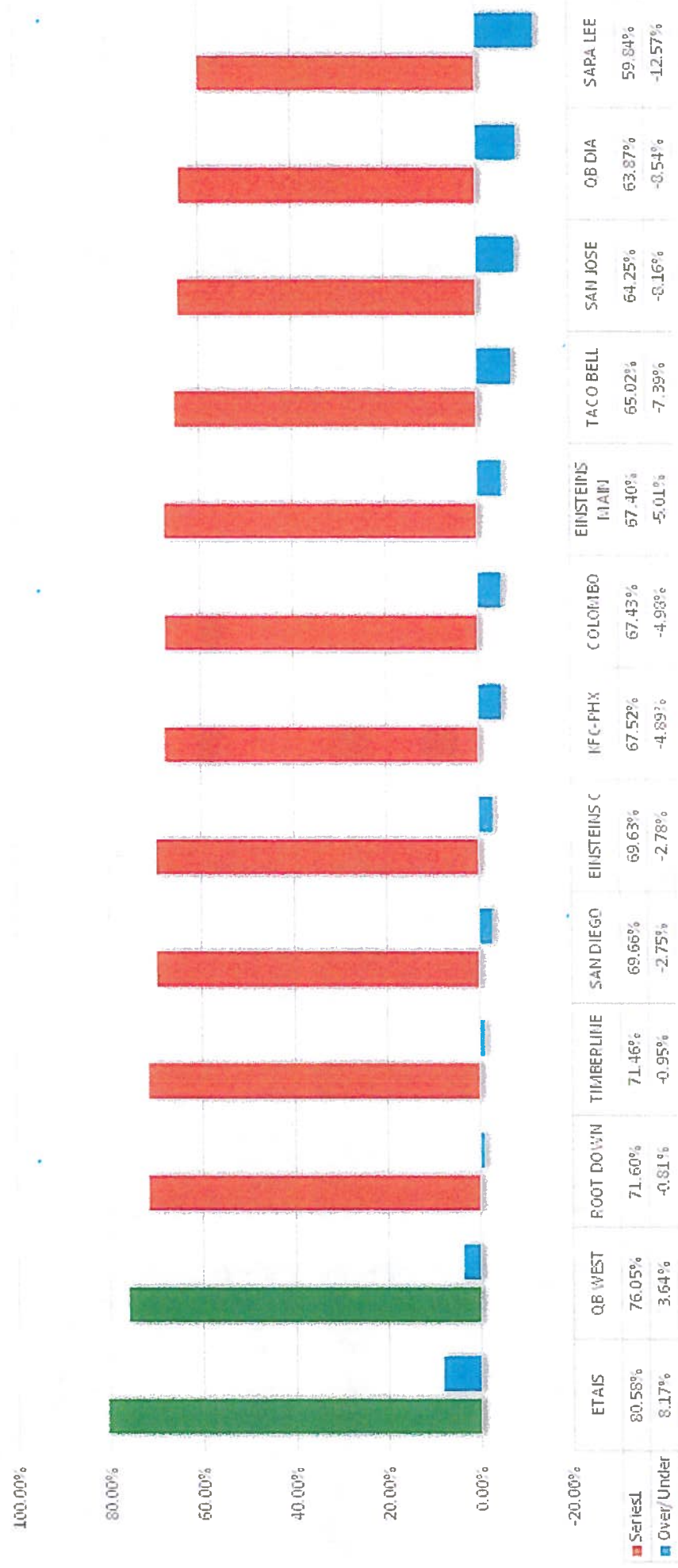
Yes! I would like \$_____ to be deducted from each paycheck to go to this fund. I understand that I may cancel this deduction at any time.

FULL NAME PRINTED: _____

SIGNATURE: _____

STORE: _____

February 21 - 72.41%

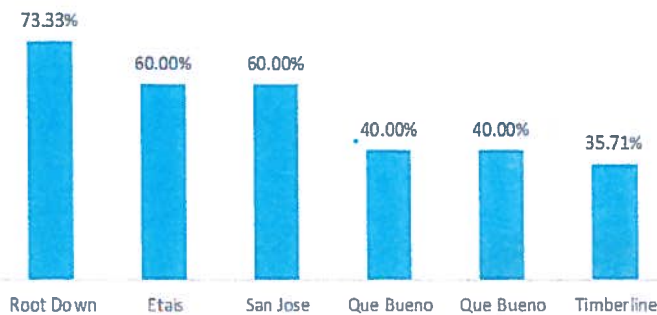


Quick Service	Percentage of Goal Achievement QTD	Total Bonuses Earned to Date	Potential Bonuses to Date
Einsteins San Diego	70.00%	7	10
Columbo	50.00%	4	8
Sara Lee	50.00%	4	8
Einsteins C Concourse	50.00%	4	8
Taco Bell	25.00%	2	8
KFC-PHX	25.00%	2	8
Einsteins Main	12.50%	1	8

Full Service Store	Percentage of Goal Achievement QTD	Total Bonuses Earned to Date	Potential Bonuses to Date
Root Down	73.33%	11	15
Etais	60.00%	9	15
San Jose	60.00%	9	15
Que Bueno WM	40.00%	6	15
Que Bueno DIA	40.00%	6	15
Timberline	35.71%	5	14

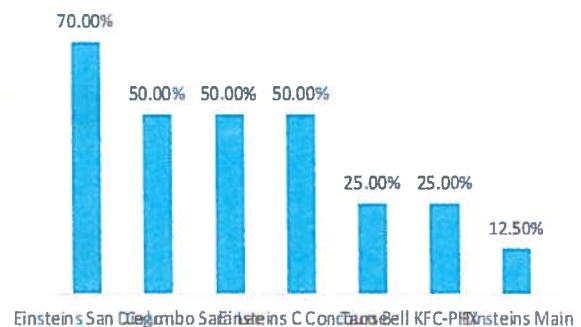
Full Service

■ Percentage of Goal Achievement QTD



Quick Service

■ Percentage of Goal Achievement QTD



Bevinco			
Store	Achiev	Availat	%
ROOT DOWN	6	7	85.7%
TIMBERLINE	4	6	66.7%
SAN JOSE	4	7	57.1%
ETAIS	4	7	57.1%
QB - WM	3	7	42.9%
QB - DIA	3	7	42.9%

Labor			
Store	Achiev	Availat	%
SAN DIEGO	0	2	0.0%
KFC-PHX	0	2	0.0%
TIMBERLINE	0	2	0.0%
EINSTEINS MAIN	0	2	0.0%
ETAIS	0	2	0.0%
TACO BELL	0	2	0.0%
COLOMBO	0	2	0.0%
EINSTEINS C	0	2	0.0%
QB - DIA	0	2	0.0%
QB - WM	0	2	0.0%
ROOT DOWN	0	2	0.0%
SAN JOSE	0	2	0.0%
SARA LEE	0	2	0.0%

OT			
Store	Achiev	Availat	%
SAN JOSE	2	2	100.0%
SARA LEE	2	2	100.0%
ETAIS	2	2	100.0%
ROOT DOWN	2	2	100.0%
QB - WM	2	2	100.0%
EINSTEINS C	2	2	100.0%
SAN DIEGO	2	2	100.0%
QB - DIA	2	2	100.0%
COLOMBO	1	2	50.0%
TIMBERLINE	0	2	0.0%
TACO BELL	0	2	0.0%
KFC-PHX	0	2	0.0%
EINSTEINS MAI	0	2	0.0%

Net Sales			
Store	Achiev	Availat	%
ROOT DOWN	1	1	100.0%
ETAIS	1	1	100.0%
SAN DIEGO	1	1	100.0%
SAN JOSE	0	1	0.0%
EINSTEINS MAI	0	1	0.0%
COLOMBO	0	1	0.0%
SARA LEE	0	1	0.0%
TACO BELL	0	1	0.0%
TIMBERLINE	0	1	0.0%
EINSTEINS C	0	1	0.0%
KFC-PHX	0	1	0.0%
QB - WM	0	1	0.0%
QB - DIA	0	1	0.0%

Customer Services			
Store	Achiev	Availat	%
SAN DIEGO	0	0	#DIV/0!
COLOMBO	0	0	#DIV/0!
SARA LEE	0	0	#DIV/0!
TIMBERLINE	0	0	#DIV/0!
TACO BELL	0	0	#DIV/0!
ROOT DOWN	0	0	#DIV/0!
EINSTEINS	0	0	#DIV/0!
QB - WM	0	0	#DIV/0!
EINSTEINS	0	0	#DIV/0!
KFC-PHX	0	0	#DIV/0!
ETAIS	0	0	#DIV/0!
QB - DIA	0	0	#DIV/0!
San Jose	0	0	#DIV/0!

Turnover			
Store	Achiev	Availat	%
COLOMBO	1	1	100.0%
KFC-PHX	1	1	100.0%
QB - DIA	1	1	100.0%
QB - WM	1	1	100.0%
TACO BELL	1	1	100.0%
ETAIS	1	1	100.0%
EINSTEINS C	1	1	100.0%
ROOT DOWN	1	1	100.0%
SAN JOSE	1	1	100.0%
SARA LEE	1	1	100.0%
TIMBERLINE	1	1	100.0%
EINSTEINS MAIN	0	1	0.0%
SAN DIEGO	0	1	0.0%

New Hire Packets			
Store	Achiev	Availat	%
COLOMBO	1	1	100.0%
SAN DIEGO	1	1	100.0%
TACO BELL	1	1	100.0%
EINSTEINS C	1	1	100.0%
EINSTEINS MAI	1	1	100.0%
ETAIS	1	1	100.0%
KFC-PHX	1	1	100.0%
QB - WM	1	1	100.0%
ROOT DOWN	1	1	100.0%
SAN JOSE	1	1	100.0%
SARA LEE	1	1	100.0%
QB - DIA	0	1	0.0%
TIMBERLINE	0	1	0.0%

New Hire Verifications			
Store	Achiev	Availat	%
COLOMBO	1	1	100.0%
SARA LEE	1	1	100.0%
ETAIS	0	1	0.0%
QB - DIA	0	1	0.0%
SAN DIEGO	0	1	0.0%
ROOT DOWN	0	1	0.0%
TACO BELL	0	1	0.0%
EINSTEINS C	0	1	0.0%
EINSTEINS MAI	0	1	0.0%
KFC-PHX	0	1	0.0%
QB - WM	0	1	0.0%
SAN JOSE	0	1	0.0%
TIMBERLINE	0	1	0.0%

<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11780</p>	<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11820</p>
<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11781</p>	<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11821</p>
<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11782</p>	<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11822</p>
<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11783</p>	<p>Mission Yogurt - Smokin' Bear</p> <h2>Employee Meal Ticket</h2> <p>Valid for ONE meal per employee per day</p> <p>up to \$10 discount off of the regular price \$8 at KFC, QB, PHX</p> <p>Issued to:</p> <p>Empl. Signature:</p> <p>Supervisor (Print)</p> <p>Store:</p> <p>Valid only on: Timberline & Einstein № 11823</p>

Meal Ticket Log

Managers/ Supervisors must fill out this form

The ticket is valid only on the date of issue

ONE ticket per Employee

Store:

Ticket Number	Date	Employee (Print)	Employee (Sign)	Manager
Nº 10100				
Nº 10101				
Nº 10102				
Nº 10103				
Nº 10104				
Nº 10105				
Nº 10106				
Nº 10107				
Nº 10108				
Nº 10109				
Nº 10110				
Nº 10111				
Nº 10112				
Nº 10113				
Nº 10114				
Nº 10115				
Nº 10116				
Nº 10117				
Nº 10118				
Nº 10119				
Nº 10120				
Nº 10121				
Nº 10122				
Nº 10123				
Nº 10124				
Nº 10125				
Nº 10126				
Nº 10127				
Nº 10128				
Nº 10129				
Nº 10130				
Nº 10131				
Nº 10132				
Nº 10133				
Nº 10134				
Nº 10135				
Nº 10136				
Nº 10137				
Nº 10138				
Nº 10139				



OF CUSTOMER SERVICE

Service as simple as ABC: 26 Tips for working better with customers

- A - Arrive on time, prepared and with a smile
- B - Believe in the company and the products we are selling
- C - Choose an attitude of service. Customers should feel that you enjoy your job
- D - Dress appropriately for the work that you do
- E - Empathize with customers and show them that you understand
- F - Find answers if you don't have them
- G - Give customers outstanding service, even when they are not buying from you
- H - Help coworkers when in need
- I - Initiate contact with customers, don't wait to be approached
- J - Justify your reasoning and offer alternatives, don't just say no.
- K - Know as much as you can about the products we carry
- L - Leave your personal problems at the door
- M - Mind your manners, say please and thank you often
- N - Never say, "That's not my job"
- O - Own problems, don't pass the buck
- P - Prioritize what's important. Customers come before inventory, paperwork, etc.
- Q - Question policies and procedures that hinder your ability to give good service
- R - Respond quickly and efficiently to customer requests
- S - Speak clearly and professionally; save slang for your off time
- T - Treat people fairly, apply policies and manage consistently
- U - Use body language that says I'm here and ready to help
- V - Verify that customers are satisfied and that you have answered all of their questions
- W - Walk customers through process' to reduce confusion
- X - X-out complaining, personal conversations and other behaviors that reduce your ability to remain positive and engaged
- Y - Yell and yell back at no one while at work. Keep your conversations professional at all times, even if you are being attacked.
- Z - Zero in on how you can help by listening more and talking less

NEW MAINTENANCE PROCEDURES

Lighting

All store managers will be responsible for changing their own light bulbs. Light bulb inventory will be located on concourse C storage. Please make sure to sign out light bulbs so that we can maintain proper inventory. If you need instruction on changing light bulbs, please contact Roger.

Non-Emergency Maintenance Requests

Non-emergency repairs include: general repairs, paint, tile, anything that does not keep you from your daily operation

- Submit VIA email to roger@missionyogurt.com
- Subject line: Maintenance Request – Etai's
- In the body of the email:
 - Contact name & number
 - Location of problem
 - Description of problem
- All requests will be prioritized among Paul, Eco-Lab, Murphey Mechanical & Hawkins

Emergency Repairs

Emergency repairs include items such as: electrical outage, water leak/flood, main service equipment outage keeping you from serving customers

- Contact Opps manager
- Contact appropriate vendor(s)
- Send follow up email to roger@missionyogurt.com including:
 - Location
 - Vendor contacted
 - Services performed
 - Any follow up needed



Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
			LYS Tasting- Oskar Blues			5
	Pay Date p9			6 Maria Simich Alex Peters Deanna Green		
6 Frank Hadfield	7	8	9	10	11	12
	MMMD National Potato Chips Day	14 Monarath Sangraula	LYS Tasting- Iowa Cody Bourbon PVC Classes	St. Patrick's Day PVC Classes		
13	14	15	16	17	18	19
	Pay Date p11		Roger Kerns			
20	21	22	23	24	25	26
			LYS Tasting- TBD	Gregg Harper		
27	28	29	30	31	1	2



Mission

COMPANY EMAILS AND CONTACTS

INFO@MISSIONYOGURT.COM

General Inquiries for both Team Members or Guests. Emails sent to this account will then be forwarded to the proper contact.

COMMENTS@MISSIONYOGURT.COM

Guest Feedback

PAYROLL@MISSIONYOGURT.COM

Anything Payroll Related should be sent to this account only, it will automatically be sent to the correct person.

MAIN EXAMPLES INCLUDE:

1. BI-WEEKLY PAYROLL
2. NEW HIRES
3. TERMINATIONS
4. QUESTIONS/DISCREPRANCIES (Please use form on website)
5. GARNISHMENTS
6. REFERRALS/BUS PASS-PARKING REIMBURSEMENT QUESTIONS
7. APPROVED AND SIGNED ONLY: PAID TIME OFF REQUESTS

HR@MISSIONYOGURT.COM

Anything HR Related should be sent to this account only, it will automatically be sent to the correct person.

MAIN EXAMPLES INCLUDE:

1. ANNUAL AND 90 DAY REVIEWS
2. PAYRATE CHANGE FORMS
3. TRANSFER FORMS
4. POSITION CHANGE/OBSERVATION FORMS
5. EMPLOYMENT VERIFICATIONS
6. WRITTEN WARNINGS/DISCIPLINARY ACTION DOCUMENTATION
7. REQUESTS-NOTIFICATION FOR NON-VOLUNTARY TERMINATION
8. INTERNAL RESUMES AND APPLICATIONS
9. TEAM MEMBER-MANAGER QUESTIONS- CONCERNS

CAREERS@MISSIONYOGURT.COM

Job Opening Inquiries, Resumes, Applications

INVOICES@MISSIONYOGURT.COM

Catering Invoices

SUPPLIES@MISSIONYOGURT.COM

Office Supplies Only. Maintenance or Restaurant Supply requests need to be sent to your Operations Manager Directly.

PARKING-BUS PASS TEXT IN NUMBER:

720-666-7967

WESTMINSTER OFFICE NUMBER:

303-252-7500

WESTMINSTER OFFICE FAX NUMBER:

303-252-7507



MISSION YOGURT ROLES AND RESPONSIBILITIES

Rod Tafoya | *President/Owner* | diarod@aol.com | 720-346-8926

- Operational Issues and Management
- Airport Related Contact
- Licensee and Franchise Related Contact

Reyes Tafoya | *Owner/Corporate Treasurer* | reyes.tafoya@missionyogurt.com | 303-944-5846

- Accounts Payable

Mark Schafer | *Director of Operations* | mark.a@missionyogurt.com | 303-944-5845

- Large Asset-Equipment Purchasing-Issues,
- Menu Updates-Inquiries,
- Sales Tax, Sales Reporting
- New Vendor Requests-Credit Apps

Kathleen Schafer | *Director of Business Development* | kathleen@missionyogurt.com | 720-939-1159

- Organizational/Infrastructure Planning
- Executive Management (HR, Payroll, Technology, Marketing-Graphics)
- New Business Development

OPERATIONS

Mai Chhor | *Senior Operations Manager* | mae@missionyogurt.com | 303-944-6960

Einsteins, Taco Bell, KFC-Pizza Hut, Sara Lee, and Colombo

- Operational Issues and Management, Customer Service Management, Manager Supervision

Kathy Gountanis | *Operations Manager* | kathy@missionyogurt.com | 720-227-3064

Root Down and Que Bueno DIA

- Operational Issues and Management, Customer Service Management, Manager Supervision

Roger Kerns | *Operations Manager* | roger@missionyogurt.com | 720-470-6507

Timberline and Etais

- Operational Issues and Management, Customer Service Management, Manager Supervision

HR | HR@missionyogurt.com | 303-252-7500

Steven Bennett | *Human Resources Manager* | steven@missionyogurt.com | 303-725-2326

- Recruiting and Hiring
- Internal Training-Development-Promotions
- Team Member and Manager Concerns and Issues (performance, HR compliance)
- Non-Voluntary Terminations

Maria Boucher | maria@missionyogurt.com | 303-252-7500

- Insurance and Benefits Administration
- Annual and 90 Day Review Management
- Observation-Position-Payrate Changes

TECHNOLOGY-BUSINESS ANALYSIS

Zsolt Baranyai | *Business Analysis Manager* | zsolt@missionyogurt.com | 303-944-6005

- Technology Related Issues, Internet, POS
- Minor Asset Equipment Purchasing-Issues
- Sales and Bonus Performance Measurement and Reporting

Jacob Keller | jacob.keller@missionyogurt.com |

- COGS, Food Costing and Vendor Management



MISSION YOGURT ROLES AND RESPONSIBILITIES CONTINUED

PAYROLL | payroll@missionyogurt.com | 303-252-7500

Gina Eroen

- Taco Bell, KFC-PHX, Que Bueno DIA, Sara Lee, Etais, Haagen Dazs-PHX, San Jose, Que Bueno Westminster

Natalie Webb

- Timberline, Root Down, Einstein Main, Einstein C Concourse, San Diego

MARKETING-GRAPHICS | graphics@missionyogurt.com | 303-252-7500

Internal-External Website, Social Media, Graphics and Marketing Design and Development

Brooke Milbern | brooke@missionyogurt.com | 720-220-1988

- Graphics and Marketing Project Management and Development

Caitlin Sweeney- Internal-External Website, Social Media, Marketing, and Graphic Design

Dani Bennett- Graphic Design, Marketing