



JULY MANAGER MEETING AGENDA August 2nd, 2016 12pm-1:30pm

1. WELCOME AND INTRODUCTIONS: 5 minutes
 - a. SIGN IN SHEET
 2. ROD'S UPDATES: 5 minutes
 3. BADGING: 15 minutes Kathy, Mai, Roger
 - a. Unrecovered Badges- Handout
 - b. Step-by-Step of receiving badging from terminated Team Members
 - c. Termination Report and Checklist- Handout
 4. BUS PASSES: 5 minutes Maria
 5. EMPLOYEE OF THE MONTH VOTING: 5 minutes Brooke
 - a. Team Member of the Month Voting- Handout
 - b. Honorable mention drawing
- QUICK BREAK 5 MINUTES**
6. INVENTORY: 10 minutes Jacob
 - a. Basics- Handout
 7. BONUS UPDATE: 10 Minutes Zsolt
 - a. Goal Standings- Handout
 8. PLANE PULL: 5 minutes Brooke
 9. ELITCH TEAM MEMBER PARTY: 5 minutes Kathleen
 - a. Elitch sign up sheets- Store Handout
 - b. Amazing Attendance Race- Store Handout
 10. AWARDS, CLOSING: 10 minutes Kathleen/Rod
 - a. August Calendar- Handout
 - b. Manager of the Month
 - c. Inspirational Story
 - d. NEW- Birthday & Anniversary Section

BADGING AT DENVER INTERNATIONAL AIRPORT

Mission Yogurt, Inc., starting Sept 1st, 2016 will begin charging \$250.00 dollars for any associate using our direct deposit system for payroll. This increase is being passed down to use by DEN, in reference to unreturned and/or collected badges.

Associates who currently have direct deposit and have paid a \$100.00 dollars will have the opportunity to opt out of the program and/or pay the remaining balance of \$150.00 dollars.

More information will be coming your way soon.

Please do not hesitate to reach out with any questions to any of your Operations Managers.

TERMED EMPLOYEES BUS PASS COLLECTION

The following employees were termed in the last month, have you ensured their badges were collected?

>Joshua Brito

>Hem Karki

>Kidist Kidane

>Brian Locascio

>Paul Chavez

>Marjorie Louis

>Sonia Neth

>Maximiliano Pacheco

>Patrick Fox

>Christina Pfau

>Subhadra Tiwari

>Molinar Maritzabel

>Gebu Tsion

>Rahang Rai

The Airport Security receipt indicating all the badges returned should be placed in the **HR folder**.

Also, please check your paycheck sign off sheets for any additional employees that needs to be termed. *Timely processing of termed employees does matter.*

- ❖ HR must send out Cobra forms, as there is only a 60-day window to enroll from the date of termination.
- ❖ Avoid Mission Yogurt paying for an employee's insurance when they no longer work here.
- ❖ Lastly, Mission Yogurt pays monthly for Eco passes. Timely processing of terms avoids paying for an additional month for a former employee.

Inventory Basics

What are the benefits of conducting an inventory of your location?

- General awareness of goods on hand, and where products are
 - if you're familiar with your sales, you'll know when something looks off
- Avoiding stock depletion to the point customers' needs are not met
 - can't sell what you don't have
- Avoiding overstock, which can create potential losses
 - unused product can spoil or expire



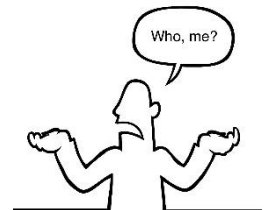
How often should you conduct inventory?



- In an ideal world inventory is conducted every week
 - this allows you to quickly identify issues and make corrective actions before a more substantial impact is incurred
- The frequency with which you conduct inventory directly impacts every aspect of your operation
 - prep, ordering, scheduling, etc. are all improved when you have an intimate knowledge of the product in your location

Who should conduct inventory?

- Managers and supervisors should actively participate in the inventory process
 - the same people should be conducting inventory each time, this creates consistency in the process
 - the process becomes quicker as individuals become more familiar
 - if different people are doing it each week, they won't easily identify discrepancies from prior weeks



Save the Date



Mission

Team Member Appreciation Party!

At Elitch Gardens Theme Park

Saturday, September 10th

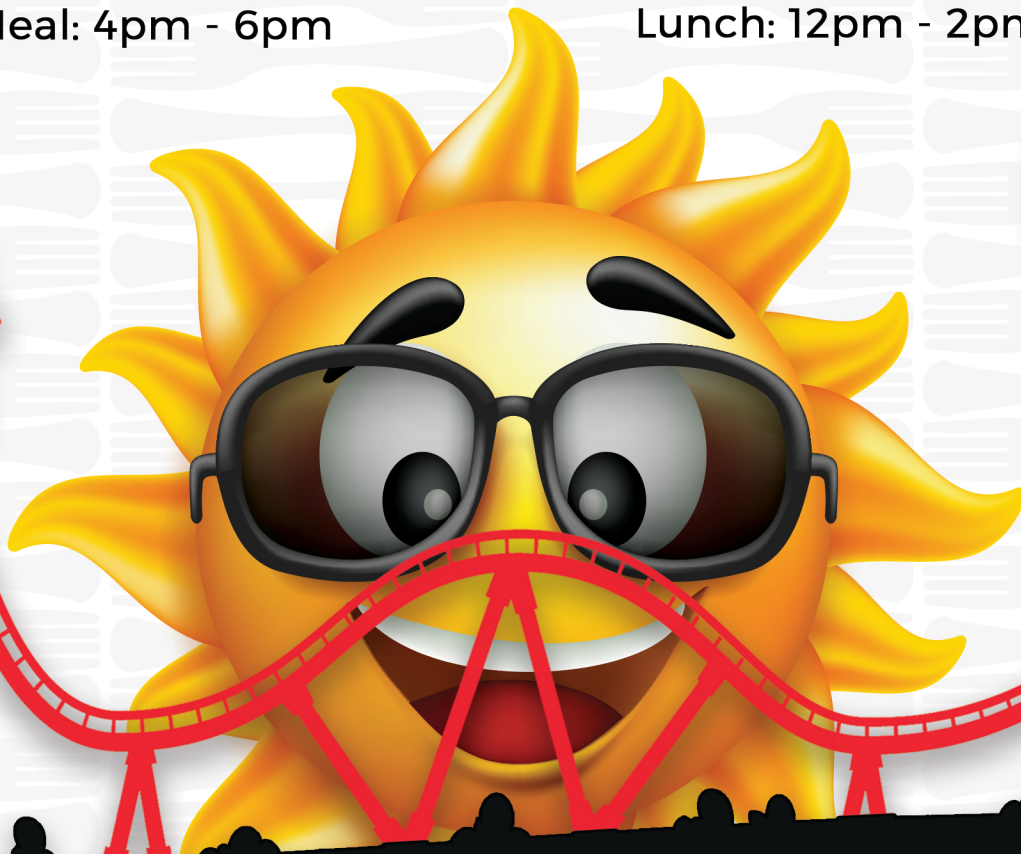
Maroon Bells: 4pm - 8pm

Meal: 4pm - 6pm

Sunday, September 11th

Pikes Peak: 11am - 3pm

Lunch: 12pm - 2pm



Sign up by September 1st!

Pick which day you would like to come.

TWO tickets are included. Additional tickets will need to be requested.

Tickets include theme park from 10am - 10pm

CONSTANT
AND
NEVER-ENDING
IMPROVMENT

**AUG 1
TO
AUG 31**

THE AMAZING ATTENDANCE RACE

**Continuation of Mission Yogurt's Amazing Attendance Race!
The mission is PERFECT attendance.**

Hourly Team Members, who work their full scheduled shifts (five days a week), without missing a single day, hour, or minute, through the whole month of August will earn two raffle tickets for the Team Member Appreciation Party drawing.

DETAILS

Must be a full time employee • Any deviation from the assigned schedule disqualifies employee from contest • Perfect attendance will be entered into a raffle for a prize at the Team Member party



