

Executive Management Meeting

Date: Today 2.5.26

Time: 3:30 PM

Location: On-site

Attendees:

- **Chef**
 - **Brian Schaefer**, General Manager
 - **Amanda Gilbert**, Management
 - **Andy Hagelman**, Owner
-

1. Opening & Objectives (3:30–3:35 | 5 min)

- Confirm meeting goals and expected outcomes
 - Align on priorities for today's discussion
 - Quick operational pulse check
-

2. Menu Changes Implemented Today (3:35–3:55 | 20 min)

- Overview of menu items added, removed, or modified
- Rationale behind changes (cost, execution, guest demand, speed of service)
- BOH & FOH execution considerations
- Immediate feedback loop: what to monitor over the next 7–14 days

Outcome: Alignment on messaging, execution standards, and performance metrics tied to the changes.

3. Weekly Specials & Promotional Timeline (3:55–4:05 | 10 min)

- Review current weekly specials by day
- Defined start/end dates for each special
- Ownership of execution and promotion (FOH, bar, marketing, signage)
- Sunset plan for underperforming specials

Outcome: Locked-in calendar with accountability and review cadence.

4. Executive Management-Only Site (4:05–4:15 | 10 min)

- Purpose and scope of the executive site
- What lives there vs. HR vs. operations portals
- Access controls and update responsibilities
- How it supports leadership visibility and decision-making

Outcome: Clear agreement on use, ownership, and next build priorities.

5. 2026 Sales & Revenue Generation Plan (4:15–4:35 | 20 min)

- High-level sales targets and growth assumptions
- Revenue channels: dine-in, events, memberships, beverages, promotions
- Management and staff expectations tied to sales performance
- How sales goals cascade into weekly execution

Outcome: Strategic alignment on revenue drivers and leadership accountability.

6. 2026 P&L Control Plan (4:35–5:00 | 25 min)

- Overview of cost controls by category (COGS, labor, operating expenses)
- Sales-based staffing and labor triggers
- Margin protection strategies tied to menu and specials
- Monitoring cadence and reporting standards

Outcome: Agreement on controls, thresholds, and corrective actions.

7. Action Items, Owners & Next Steps (5:00–5:10 | 10 min)

- Recap decisions made
- Assign owners and deadlines
- Identify items requiring follow-up or additional analysis
- Confirm next executive check-in