

Sanctuary Social

Executive Management Meeting Agenda

Date: June 2, 2026

Time: 12:00 PM

Location: Sanctuary Social

Attendees:

- Andy Hagelman, Owner
 - Amanda Gilbert, General Manager
 - Randie Hagelman, Consultant
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1. Financial Performance Review (May 2026)

Financial Highlights

- May sales performance review
- Sales approached **\$70,000**
- Discussion of key drivers behind May performance
- Review labor, food cost, beverage cost, and controllable expenses
- Bonus Plan Status
 - Restaurant is now **"In The Money"** regarding sales targets
 - Review remaining bonus metrics and current progress
 - Identify focus areas required to achieve payout

Action Items

- Areas of financial concern
 - Opportunities for revenue growth in June
 - Expense reduction opportunities
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2. Kitchen Operations Review

Overall Kitchen Performance

- What is working well?
- What challenges currently exist?
- Team morale and communication

Operational Inefficiencies

- Bottlenecks during service
- Production flow
- Prep execution
- Equipment or workspace concerns

Cleanliness & Organization

- Kitchen cleanliness standards
- Daily cleaning compliance
- Storage and organization issues
- Areas requiring immediate attention

Staff Management

- Break compliance
- Scheduling concerns
- Accountability and performance

Ticket Times

- Current average ticket times
- Peak service performance
- Delays and root causes
- Improvement opportunities

3. Operating Procedures & Checklists

Front of House

- Opening checklist review

- Closing checklist review
- Daily operating procedures
- Compliance and accountability

Back of House

- Opening checklist review
- Closing checklist review
- Daily operating procedures
- Compliance and accountability

Follow-Up

- What still needs updated?
 - Assignment of ownership for revisions
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4. Kitchen Prep Systems

Prep Lists

- Review current prep list status
- Outstanding items needing updates
- Organization and standardization

Expo Station

- Current effectiveness
- What is working?
- What is not working?
- Staffing and ownership
- Expectations moving forward

Responsibility Assignments

- Who owns prep?
- Who owns expo?

- Daily accountability structure
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5. Staffing & Training

Staffing Review

- Current staffing levels
- Open positions
- Scheduling concerns

Training Status

- Marvin
 - Current training progress
 - Remaining training requirements
 - Documentation location
- Tasha
 - Current training progress
 - Remaining training requirements
 - Documentation location

Cross Training Needs

- FOH
 - BOH
 - Leadership development
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6. Employee Coaching & Development

Coaching Program Review

- No observational coaching documented:
 - End of April
 - Entire month of May

Discussion

- Why coaching is not being completed
- Expectations moving forward
- Accountability process
- Coaching goals for June

Action Plan

- Coaching frequency expectations
 - Documentation requirements
 - Follow-up schedule
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7. Upstairs Apartment / Future Prep Kitchen

Preparation Status

Prep Kitchen Readiness

- Outstanding requirements
- Equipment needs
- Timeline

Organization & Cleanup

- Island cleanup
- General organization
- Storage plan

Uniform Area

- Current status
- Organization needs

Office Setup

- Workspace requirements
- File organization

- Management resource storage
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8. Purchasing & Ordering

Current Purchasing Review

- Major purchases completed
- Upcoming purchasing needs

Cost Savings Initiatives

- Vendor comparisons completed
- Product substitutions explored
- Waste reduction efforts
- Inventory controls

Discussion

- Additional opportunities for savings
 - Priority purchasing projects
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9. Upcoming Events & Operational Planning

June 4

TSG Photo Shoot

- Staffing
- Areas requiring preparation

June 11

Sanctuary Village Community Summer Kickoff Party

- Food preparation
- Patio operations
- Staffing assignments

June 14

Self Care Sunday

- Vendor coordination
- Event setup
- Marketing updates

June 24

The Art of Wine Night

- Reservations status
 - Staffing
 - Event execution plan
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10. June Vacation Planning

Upcoming Absences

- Riley
- Maya
- Andy
- Randie
- Ella
- Jimmy
- Brandon
- Birdie

Coverage Plan

- Leadership coverage
 - Operational coverage
 - Communication expectations
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11. Leadership Accountability & Responsibilities

Andy Hagelman

- Primary responsibilities
- Key deliverables
- Areas requiring ownership

Amanda Gilbert

- Primary responsibilities
- Key deliverables
- Areas requiring ownership

Randie Hagelman

- Primary responsibilities
- Key deliverables
- Areas requiring ownership

Accountability Review

- Weekly expectations
- Reporting structure
- Follow-up cadence
- Success measurements

Meeting Wrap-Up**Decisions Made**

- _____
- _____
- _____

Assigned Action Items**Task Owner Due Date**

