

Executive Management Meeting Agenda

Date: Thursday, March 5, 2026

Time: 3:00 PM

Location: Sanctuary Social

Attendees:

Owner – Andy Hagelman

Executive Chef – Brian Schaefer

General Manager – Amanda Gilbert

1. Opening & Meeting Objectives (3:00 – 3:05 PM)

- Quick operational check-in
- Review goals for today's meeting
- Confirm agenda priorities

2. Management Performance Reviews (3:05 – 3:15 PM)

Deadline: All reviews due today

Discussion Items:

- Confirm completion of all management performance reviews
- Collect **signed copies for records**
- Address any open feedback items or follow-up discussions
- Confirm **next review cycle timing**

Outcome:

- All signed reviews submitted and documented.

3. February Financial Review (3:15 – 3:30 PM)

February P&L

Review key performance indicators:

- Net Sales
- Food Cost %

- Beverage Cost %
- Labor %
- Overall margin vs target

Inventory Review

- February inventory completion
- Variances or notable adjustments
- Cost control opportunities
- Reinforce **inventory cadence compliance** (15th + end of month)

Outcome:

- Alignment on financial performance and corrective actions if needed.

4. Upcoming Events & Operational Planning (3:30 – 3:45 PM)

Current / Immediate

- **Lent Menu Launch (Today)**
- **Friday**
 - Patio opening (weather permitting)
 - Live music
- **Saturday**
 - Live music
 - Potential patio operations

Upcoming

- **March 11 — Networking Event**
- **March 12 — Mijenta Tequila Pairing Dinner**

Discussion:

- Staffing needs
- Kitchen prep / inventory considerations
- FOH service readiness
- Marketing and guest communication

Outcome:

- Event execution plan confirmed.
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5. Bar Operations – Ticket Time & Beverage Pacing Policy (3:45 – 3:55 PM)

Topics:

- Introduction of **Bar Expo Screen**
- Establish **Bar Ticket Time Standards**
- Beverage pacing expectations
- Server responsibilities when firing drink orders
- Monitoring and accountability

Outcome:

- Clear policy alignment for FOH and bar operations.
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6. Kitchen Operations – Ticket Time & Service Pacing Policy (3:55 – 4:05 PM)

Topics:

- Kitchen ticket time expectations
- Service pacing standards
- Coordination between FOH and BOH
- Escalation procedures when ticket times exceed targets

Outcome:

- Reinforced standards for service execution and guest experience.
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7. Action Items & Closing (4:05 – 4:10 PM)

- Review decisions made
- Assign ownership for follow-up items
- Confirm priorities for the upcoming week