



L10 Meeting
November XX, 2021
11 am - 12:30 pm

Identify (1) meeting organizer and (2) secretary.

Segue	Something non-work related.	11:00
Scorecard	Your metric of accountability to the group.	11:05
Rock Review	Your 90-day goals for completion.	11:10
Customer and Employee Headlines	Work related headlines from the field.	11:15

TO DO LIST 11:20

- ALL Conduct associate reviews with new BJL form
- Suzanne Hire a new Equipment Manager
- Nicole Send out email about new Fitness classes
- Steve Write up a plan for Board approval to enforce 2 riders per golf cart
- Allyson Learn the new BJL accounting / payroll program
- Josh Finish the charger hanging project
- Nicole Train the new Fitness instructor on how to use the equipment
- Josh Establish the range rotation calendar
- Allyson Train the new Accounting Assistant
- Suzanne Finish the tent décor
- Josh Build X new range ball boxes
- Amy Send the new fitness guest policy
- Nicole Pressure wash the fitness center
- Suzanne Put out annual flowers
- Greg Order and receive BOH uniforms
- Greg Order and receive Tennis uniforms
- Amy Develop the parking lot cleaning service program
- Steve Define the Clubhouse position job descriptions
- Whitney Send all vendor information to BJL Accounting
- Steve Establish the new associate orientation program

IDENTIFY, DISCUSS, AND SOLVE 11:25

- Hire a clubhouse maintenance team/housekeeping

CONCLUDE 12:25

Recap Do List
Messages to send to the company
Rating

ITEMS MOVED TO VTO/FUTURE ROCKS

- ★ Items that come up outside of the 90-day rock completion period.
- ★ Do not add rocks mid-quarter (unless necessary).
- ★ This area is simply a placeholder.