**KMA Agenda week of Dec 19, 2016**

Jack

1. BJC 2017 budget implementation
2. Tyndall 1Q2017 Auto radio file distribution
3. Complete KMA Christmas coffee distribution
4. Meet with Becky Kelly at FSU to set 2017 budget
5. Proposal to Life Mgmt on new website and 2017 marketing plan
6. Schedule Eye Center year-end performance reviews
7. Palm Bay marketing proposal to client
8. HELOAN research

Amanda *AM Out of Office Wed 11:30AM- EOD*

1. Invoices to Tyndall on Tuesday
2. Finish Invoice edits from staff
3. Coffee delivery (NFCD Mon by 4:00)
4. Flow Chart – In progress with Sara
5. Training with Darlena
6. Assist Dana with Q1 2017 Auto media placement as needed

Dana

1. Complete Tyndall Q12017 Auto media placement
2. Send out FSUPC Q1 media rfp’s
3. Continue RFP project with Daron and test Bionics software for best practices
4. Media invoice review & load into Bionics
5. Durden billboard placement for Tyndall

Sara

1. Anchor HomeCare logo- present draft to client this week
2. Tyndall Q1 2017 Auto digital assets
3. HELOAN research

Dylan Will be in Mon. - Thurs.

1. As assigned by Sara
2. Computer swap
3. Tyndall Auto Assets

Bryan & Daron

1. Coastline Vacation Rentals website launch
2. 98 Real Estate Group website client presentation
3. Return to KMA website this week to make some continued progress with content provided by Jack the week of 11-28
4. KMA Christmas closing eblast
5. Review Pineapple Willie’s beach cam; see client email
6. Palm Bay Elementary website proposal
7. Doorways telephone discussion Wednesday @ 10a

Paula

1. Status of Tyndall November SEM performance report?
2. Assist with KMA coffee distribution to clients