**KMA Agenda week of Dec 27, 2016**

Jack

1. BJC 2017 budget implementation
2. Tyndall 1Q2017 Auto radio re-record with Beau then file distribution
3. Palm Bay marketing proposal to client
4. HELOAN research for Friday client call with Todd
5. Work with Paula on Tyndall Tuesdays
6. Work with Justin on Tyndall Beach Branch grand opening

Amanda

1. Jack, Dana Amanda and Darlena to meet Wed afternoon on admin transition status
2. Flow Chart – In progress with Sara
3. Training with Darlena
4. 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. Send out Bone and Joint Q1 media rfp’s
4. Complete Durden billboard contract with Tyndall on Tues, Dec 27

Sara

1. McCall Sod Farm logo
2. Anchor HomeCare logo- review client edits with Jack and client follow up phone call
3. Tyndall Q1 2017 Auto production and digital assets continue
4. Tyndall Q1 2017 HELOC production and assets continue
5. HELOAN research for Friday client call with Todd

Dylan

1. To be assigned by Sara
2. Tyndall Auto campaign build out
3. Tyndall HELOC campaign build out
4. Tyndal Sale Flyer edits as receive
5. Tyndall Tuesday production art

Bryan & Daron

1. Coastline Vacation Rentals client feedback- meet with Jack to discuss scope of work
2. 98 Real Estate Group website continuation
3. Return to KMA website this week to make some continued progress with content provided by Jack the week of 11-28; send Jack link for review on Fri, Dec 30.
4. Palm Bay Elementary website proposal
5. Tyndall Tuesday display ads programming (when approved)
6. Tyndall Auto display ads programming (when approved)
7. Tyndall HELOC discplay ads programming (when approved)

Paula

1. Eye Center 2016 performance report for Jack and Dana’s presentation Fri, Jan 13
2. Complete KMA coffee distribution to clients
3. Serenity SEM campaign status?
4. Complete Clean campaign status?
5. See Frazee email on SEM spending level change
6. Discuss Frazee Facebook request with Jack
7. Review Bone & Joint 2017 SEM spending level with Jack