**KMA Agenda week of Jan 16, 2017**

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Jack

1. Life Mgmt Center 2016 Results client presentation Thurs, Jan 19
2. Bay County Chamber Annual Dinner, Fri, Jan 20
3. Follow up with Mark Levert, BJC
4. Follow up with Gary Handler, Curate
5. Tyndall, review HELOAN White Board video, Tuesday
6. Tyndal, brainstorm auto concept for March, Tuesday
7. Meet with Bryan on KMA website
8. Meeting with Dana/Paula - Cindy (Cutting Up & Fishing Xpress) RE: Website & Google AdWords – Date this week – TBD.

Darlena

1. 98 Real Estate invoice (once completed)
2. Schedule/confirm Tyndall live radio remotes for this week with Justin
3. KMA expense review with Dana
4. Finish media invoices
5. Excel training online
6. Work with Dana to create monthly P&L review

Dana

1. Schedule/confirm Tyndall live radio remotes for this week with Justin
2. Life Mgmt Center 2016 Results client presentation Thurs, Jan 19
3. Eye Center- increase digital spend to budget authorizied in last Friday client meeting
4. Bay County Chamber Annual Dinner, Fri, Jan 20
5. Implement FSU-PC Spring 2017 campaign as per Dec 22 client meeting
6. KMA expense review with Darlena
7. Follow up on Bionics cancellation
8. Meeting with Jack/Paula Cindy (Cutting Up & Fishing Xpress) RE: Website & Google AdWords – Date this week – TBD.
9. Work with Darlena to create monthly P&L review

Sara

1. Continue Tyndall HELOAN with Todd
2. McCall Sod Farm logo
3. Anchor HomeCare logo revisions
4. Review Central High photos from Holly
5. Presnell display ads

Dylan

1. Grand Opening Build-out
2. Doorways programming with Daron
3. Anchor Home Care color exploration
4. Visa page card image update

Bryan

1. Review Palm Bay Education website page design with Jack and reply to client
2. Meet with Jack on status of KMA website
3. Complete 98 launch and schedule training
4. Setup/fix printers on Jack’s laptop

Daron - Out of the office most of Wednesday

1. Complete Doorways website and launch – 85% complete. Should finish late this week.
2. Assist with KMA website
3. Leadership Bay presentation w/ Sara Wed
4. 50 Square Feet kickoff meeting Wednesday @ 2pm

Paula

1. Life Mgmt Center 2016 Results client presentation Thurs, Jan 19
2. Eye Center- increase digital spend to budget authorizied in last Friday client meeting
3. Next Prepare Wicked Wheel/Pineapple Willy’s 2016 performance report including your
4. Implement Spring 2017 campaign as per Dec 22 client meeting
5. Status of Presnell’s Display campaign?