
MEMORANDUM

TO: ROBERT DAVIDSON
FROM: ELIZABETH GRIDER
SUBJECT: BUISNESS MEETINGS AT COASTERS
DATE: SEPTEMBER 11, 2015

The purpose of this memo is to follow up in writing what I have discussed with Mr. Davidson today. As a new partner in the firm, I find it that is my responsibility to be present at the lunch meetings held on Fridays at coasters. I am recommending that our business meetings be held elsewhere.

I understand that Friday's lunch at coasters is a long standing tradition of the company. However, as CEA grows I believe we should adapt certain business practices to ensure a quality and respectable work environment for all. During the few lunches that I have attend at coasters, we have discussed important details regarding projects and work assignments. As a business partner some of the things discussed at the lunch are vital to know. However, as many of you know coasters is a restaurant dedicated for entertainment. It is specifically targeted towards men with servers in bathing suits and a flirtatious staff. I personally find it uncomfortable to discuss serious business matters surrounded by a party-like atmosphere. Furthermore, in several occasions I have retracted from inviting a potential business partner to our meeting as I believe a lunch at coasters would show a lack of professionalism and seriousness from our part.

I am recommending that we host the lunch on Fridays at a more professional business restaurant. This would not only increase the productivity of the meetings but would allow us to invite other business partners to discuss potential projects.