

MEETING AGENDA

Logistics

Time:	9:00 am
Date:	14 June 2023
Meeting:	Monthly KAM Meeting

Discussion

No	Discussion	Presenter	Status or comment
1	MTB and Uphawu	Maryna	<ul style="list-style-type: none"> We need events sponsors, prizes, goody bag items or donations towards operations. Will follow with list of sponsors and prizes Please liaise with Maryna or Natalie Mandela Day initiative there are a list of items Mondeka provided apart from collecting school shoes. List will be shared after meeting. Dina suggested sending out WhatsApp to their agents
2	Ordering	Madelaine	<ul style="list-style-type: none"> Strictly on then Extranet as this helps with reporting as well as stock allocation. Any issues please send to marketing1@stbb.co.za New feature button where you can view your previous order.
3	Calendar Xnet	Madelaine	<ul style="list-style-type: none"> Where content, newsletter, webinar, podcast is shared. However, the information on current calendar is outdated. We will be up and running in a month.
4	Diaries	Madelaine	<ul style="list-style-type: none"> Currently designing 2024 same leather Diary will include events, podcast and webinars and can just scan QR code All orders should be placed on the Xnet by July and expect delivery by September. Professional and KAM's can get diaries. When purchasing it should be a separate order and should use staff coupon code.

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5	Women's Day	Madelaine	<ul style="list-style-type: none"> All KAM's shared the same sentiments of rather giving back and doing smaller events with supporting agents.
6	Data	Madelaine	<ul style="list-style-type: none"> A lot of data on agents that's not assigned to specific KAM. If each KAM can work through list and claim your agents. We need this completed by next KAM meeting.
7	Communication/ WhatsApp	Madelaine What means of communication Is best for you?	<ul style="list-style-type: none"> KAM's are happy with WhatsApp Groups but felt there's too much going on. Lauren suggested if a summary can be sent via email once a week.

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