

MEETING AGENDA

Logistics

Time:	9:00 am
Date:	15 March 2023
Meeting:	Monthly KAM Meeting

Discussion

No	Discussion	Presenter	Status or comment
1	Introduction	Leani	<ul style="list-style-type: none"> Welcomes Claudia she has joined Blouberg branch as a KAM
2	MTB & Trail Run	Maryna	<ul style="list-style-type: none"> Highlights MTB & Trail Run (29-30 September) And expresses that everything is in motion. Finalising prospectus regarding sponsorship opportunities and will share with Leani Mentions if all can spread the word amongst clients and staff in branches to get involved Natalie will manage food supply at event Mentions that she was very pleased with newsletter that was sent out regarding Uphawu from marketing
3	Uphawu	Annetjie	<ul style="list-style-type: none"> Briefed KAMS regarding Uphawu and asked to please keep at the back of their minds when engaging with clients Encourage all branches to help and assist us and get some associates to assist too
4	Legal Updates	Leani Cherilyn Leani Annetjie	<ul style="list-style-type: none"> Thanks all the professionals Good turnout 60-70 participants Complaining training session slides are outdated Leani will make sure it's resolved Family Law Webinar 30 March Have your conveyancers read through notes and slides a day or 2 before presentation.

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5	Easter and Ramadan	Leani	<ul style="list-style-type: none"> We have WhatsApp greetings available to share
		Madelaine	<ul style="list-style-type: none"> Any design requests for tags must be sent to marketing
6	Group email addresses	Leani	<ul style="list-style-type: none"> Make paralegal and professionals aware of group email addresses
7	Extranet	Leani	<ul style="list-style-type: none"> It's a phased system (Phase 1) Extranet comprises of <ol style="list-style-type: none"> 1) National Calendar 2) Resolve stock take and spend on promotional items 3) Access to all media file Login details will be sent out For now, only KAM's and Head of departments has logins
8	Issues	Leani	<ul style="list-style-type: none"> Please email to marketing
9	Audio Brochures	Leani	<ul style="list-style-type: none"> Be on the look out and promote with estate agents
10	Note to KAMS	Leani	<ul style="list-style-type: none"> Please be more mindful regarding sharing STBB intellectual property with everyone

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