| **SAMPLE HR MEETING AGENDA****Curious Confections** |
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| Location: | Curious Confections Offices, 8765 Jones St., San Francisco, CA 94123 |
| Date: | February 6, 2021 |
| Time: | 11:00 am |

# TOPICS TO BE DISCUSSED:

## OPENING

### Welcome and introduction by Alexandria Sanders (HR Director)

### Alexandria will outline the meeting goals: review procedures and updates from all HR sub-departments for the month of January.

## ATTENDANCE

### Patrick Sales (Secretary) will take roll of all those present and note any important absentees.

## AGENDA APPROVAL

### Patrick will distribute the current meeting agenda.

### Attendees can request additions to the agenda.

### Group votes to approve the agenda.

## PREVIOUS MEETING MINUTES

### Patrick will distribute the previous meeting minutes for review.

### Group votes to approve the minutes.

## RECRUITMENT

### Analisa Rachmann (Recruitment Director) will review the two January new hires, Xavier Rose (Staff Accountant - Finance) and Emily Tyler (Receptionist - Front Office).

### Analisa will also review the recruitment status of three current job openings: IT Manager (Information Technologies), Executive Assistant to CFO (Finance), and Facilities Manager (Administration).

## PAYROLL

### There are no payroll updates or issues at this time.

## BENEFITS

### There are no benefits updates or issues at this time.

## PROFESSIONAL DEVELOPMENT

### Morgan Evans (P.D. Manager) will present the updated sexual harassment training program for all employees that supervise other staff members.

## INCIDENT REPORTS

### Alexandria will summarize the outcome of the unexplained power outage that occurred in the third week of January.

## OTHER ITEMS

### Morgan will assign roles to the HR team for the upcoming Valentine’s Day all-staff brunch on Friday, February 12, 2021.

## ADJOURNMENT

### Patrick completes and signs the current meeting minutes for Alexandria to approve and sign.

### Alexandria calls the end to the meeting.