
SAMPLE HR MEETING AGENDA

Curious Confections

Location: Curious Confections Offices, 8765 Jones St., San Francisco, CA 94123

Date: February 6, 2021

Time: 11:00 am

TOPICS TO BE DISCUSSED:

I. OPENING

- a. Welcome and introduction by Alexandria Sanders (HR Director)
- b. Alexandria will outline the meeting goals: review procedures and updates from all HR sub-departments for the month of January.

II. ATTENDANCE

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

III. AGENDA APPROVAL

- a. Patrick will distribute the current meeting agenda.
- b. Attendees can request additions to the agenda.
- c. Group votes to approve the agenda.

IV. PREVIOUS MEETING MINUTES

- a. Patrick will distribute the previous meeting minutes for review.
- b. Group votes to approve the minutes.

V. RECRUITMENT

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

VI. PAYROLL

- a. There are no payroll updates or issues at this time.

VII. BENEFITS

- a. There are no benefits updates or issues at this time.

VIII. PROFESSIONAL DEVELOPMENT

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

IX. INCIDENT REPORTS

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

X. OTHER ITEMS

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

XI. ADJOURNMENT

- a. Patrick completes and signs the current meeting minutes for Alexandria to approve and sign.
- b. Alexandria calls the end to the meeting.