



SAOR Agenda

Business Toolkit



'BUSINESS NAME' AGENDA - INSERT LOGO

Date:

Time:

Venue:

Numbers to be discussed in Numbers Recap: Owner/Manager overview

Metric Isolation	Last Month Actual Vs Goal	Discussion on numbers	This Month's Goals/Improvements
New Membership Sales	27 / 97% of Goal	Just short? Why no push?	105% of Goal
Members Cancelled	14 / 65% of Goal	Solid, kept this low. What worked?	Keep leavers to 10 max
Total Growth	13 Growth / 105% of Goal	Good growth 10+ per month is major win	Continue to push forward here and hold +10 and 'better memberships'
Revenue	\$35'000 / 107% of Goal	Revenue high even with lower sales due to....	Push for higher yield memberships will ensure more revenue overall
Suspensions	7 Members on suspension (75% paid)	Goal to get 100% paid suspensions	Get the remaining free suspensions on paid
Visitation Last Month av per member/client	2.5 Visits per member	Visitation down, let's look at ways to improve.	Maybe an attendance challenge?
Sales Ratios eg close ratio, total leads etc.	Lead to sale of 22%, Close % at 76%, Total leads at 104 in the month.	Now we are tracking we are seeing some new commonalities...	How to track and what it means demo...



Agenda timeline and Follow Up Items:

Time	Time Allocated	Activity/Section	Speaker
8.45am	15 Mins	Quick Gym Floor Tidy	All team members
9.00am	10 Mins	Overview and Intro to meeting	Shane A
9.10am	15 Mins	Numbers Recap and Business Updates	Sarah B
9.25am	20 Mins	Discussion on major topic	Chris C
9.45am	15 Mins	Next Months Plans - Goals	Stacey D
10.00am	30 Mins	Training and Development Session	Shane E
10.30am	15 Mins	TMT - Team Member Training	Team Member
10.45am	15 Mins	Follow ups and AOB	All team members
11.00am	0 Mins	Meeting Close	CLOSED

For Owner/Manager to Follow up:

Task No.	Person Responsible:	Follow Up Required:	By When:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____