

**MEMORANDUM**

**SERIES:** MD08232024-01  
**DATE:** AUGUST 23, 2024  
**TO:** ALL CENTERPOINT EMPLOYEES  
**FROM:** The office of the managing director  
**Subject:** Introduction of Town Hall Meetings and Weekly Check-Ins

**Dear Team,**

We are pleased to announce the implementation of two important initiatives aimed at enhancing communication and collaboration across our organization:

**Town Hall Meetings and Weekly Check-Ins.**

These initiatives will be implemented starting on *the 1st Saturday of September 2024.*

We believe they will greatly benefit our team dynamics, overall productivity, and help to keep everyone informed and engaged.

**Town Hall Meetings**

**Schedule:**

- **Date:** Every 1st Saturday of the month
- **Time:** 3:00 PM - 5:00 PM

**Definition and Benefits:**

Town Hall Meetings are company-wide forums held monthly where all employees are encouraged to come together and engage with senior management. These meetings serve several purposes:

1. **Transparency:** They provide a platform for leadership to share important updates, company goals, and strategic changes directly with the entire team.
2. **Feedback and Interaction:** Employees have the opportunity to ask questions, provide feedback, and discuss any concerns with the leadership team.
3. **Employee Engagement:** These meetings help you stay connected with the company's vision and foster a sense of inclusion and involvement.
4. **Community Building:** By coming together in these meetings, we strengthen our collective sense of purpose and teamwork.



8/24/24

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## Weekly Check-Ins

### Schedule:

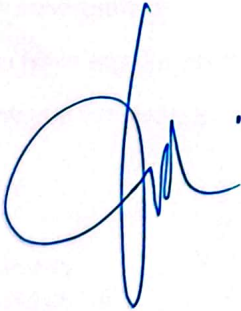
- **Every Friday:**
  - **Internal Teams: 4:00 PM - 4:30 PM**
    - **Participants:** HR & Admin, Supply Chain, and Finance
  - **Customer Fulfillment and Sales: 4:30 PM - 5:00 PM**
    - **Participants:** Customer Fulfillment and Sales

### Definition and Benefits:

Weekly Check-Ins are structured meetings designed for each team to discuss their progress, address any immediate issues, and align on priorities.

The benefits include:

1. **Enhanced Coordination:** Regular check-ins ensure all team members are aligned on goals and tasks, improving overall coordination and efficiency.
2. **Early Problem Resolution:** By meeting weekly, we can quickly identify and address any challenges or roadblocks, ensuring timely solutions.
3. **Consistent Communication:** These meetings facilitate ongoing dialogue and information sharing within and between teams, promoting better collaboration.
4. **Focused Workflow:** Regular updates help maintain momentum and keep projects on track, contributing to timely and effective completion of tasks.



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## Stand-Up Meetings

### Schedule:

- **Every Monday:**
  - **Internal Teams: 9:00 AM - 9:30 AM**
    - **Participants:** HR & Admin, Supply Chain, and Finance Department
  - **External Teams: 9:30 AM - 10:00 AM**
    - **Participants:** Customer Fulfillment and Sales Department

### Definition and Benefits:

Stand-Up Meetings are brief, focused meetings held weekly to quickly review progress and address immediate issues. The key benefits include:

1. **Rapid Updates:** These meetings provide a quick overview of the status and priorities, helping teams stay aligned.
2. **Immediate Action:** They allow teams to address any urgent matters promptly and keep projects moving smoothly.
3. **Improved Efficiency:** Short and focused, these meetings help maximize productivity and ensure everyone is up to date.

We encourage everyone to actively participate in these initiatives. Your involvement is crucial to making these meetings effective and to fostering a cohesive and productive work environment.

If you have any questions or need additional information, please feel free to reach out.

Thank you for your attention and cooperation.

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Managing Director



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