



CARRERA CREST HOLDINGS

CEO Morning Briefing

Tuesday, 2026-03-17

Tuesday, March 17, 2026 | Carrera Crest Holdings

■ CEO TO DO

3/15/2025

TO DO:

Check on insurance for 92h

Create the TEN Salon lease proposal and send out

Create a draft of TEN Salon purchase agreement email to Erin

Email Melissa at Bello Haven for pricing info

Follow up on the payments sent to Reach Partners Owners as we need to resolve Julie Foliatt issue

Create a template and documentation for Carrera Crest Automation to be sold as a service

Fix 92H issues and get the monthly emails established

Go to DORA and update YCS license

Get DORA transfer paperwork for MM

Text MM about timing of transfer

Follow up on Boulevard access

Go To Chase about 2 new accounts

Deposit more cash

Cairn Property Tax updates and payments

Pay Parking ticket

Find wash basin pipe

Complete and send the Operating Agreements for Cairn Crest and Lugano Crest

■ FIRES

- **COO scan failed** — agent could not read the `_Agent_Runner` directory due to permission error. No COO fires/warnings generated today. Fix permissions before tomorrow's run.

- **Email export broken** — JSON parse error (invalid control character at position 72369). No email summary available today.

■ ■ WARNINGS

- **Payroll at 76% of revenue** (Feb 2026) — above 75% threshold. Investigate staffing mix and hours.
- **2026 YTD revenue -31.0% vs budget** — \$264,762 YTD, significant shortfall.
- **Feb 2026 net loss of (\$4,273)** — salon operated at a loss.
- **Slack channel sync had 4 errors** this morning — may still have bot access issues from the Mar 9 incident.
- **Phorest router logged 15 warnings** — duplicate file routing detected (multiple retried copies of same reports).
- **Megan King termination payroll** (PP6) has complex items pending — PTO payout, chargeback, Teagan split-rate hours, Erin Frost hours. Needs careful processing.

■ TODAY'S CALENDAR

Time	Event	Location	Duration
11:00 AM	Lugano Ridge LLC (70312879)	Paychex WebEx	45 min
11:45 AM	TEN Salon Med Doc	Kinston Hub, 6402 Union Creek Dr, Loveland CO	120 min

■ ■ **Back-to-back:** Paychex call ends at 11:45 AM and TEN Salon starts immediately at 11:45 AM at a physical location — you'll need to wrap the WebEx call on time or join TEN Salon late.

Tomorrow (Wed 3/18): 10:30 AM — Elrock x Cairn Introduction (Google Meet, 30 min)

Rest of week:

- **Thu 3/19:** Lunch w/ Peter Harnisch & Luke Kuckelman, Arx Advisors (11:30 AM, location TBD) · Pick up Luke Penelope (9:30 PM)
- **Fri 3/20:** Eid al-Fitr (holiday)
- **Sat 3/21:** Brooklyn appts (12:30–5 PM) · Wilson Groom (2:30 PM, 1222 E 6th Ave Denver)
- **Sun 3/22:** St. Baldricks Event (10:00 AM–2:00 PM)

■ DASHBOARD STATUS

Dashboard	Status	Last Updated	Schedule	Notes
Payroll	■ LIVE	2026-03-17 06:04	Daily + Mon rebuild	Current, 292KB
Inventory	■ LIVE	2026-03-16 08:24	Daily	22h old, 639KB
Web Station Index	■ LIVE	2026-03-16 18:07	Daily	12h old, 85KB
Education	■ Needs Creation	—	TBD	Generator not built
Associate Program	■ Needs Creation	—	TBD	Generator not built

Dashboard	Status	Last Updated	Schedule	Notes
Marketing	■ Needs Creation	—	TBD	Generator not built

■ DEPARTMENT: INVENTORY

No inventory report today (runs Mondays). No COO inventory scan available (permission error).

Phorest routed 3 fresh reports this morning (06:03 AM):

- Staff Performance Detail Daily
- Future Appointments 90 Days Daily
- Staff Tips Daily

■■ 15 warnings in Phorest router — appears to be re-routing stale duplicate copies from 3/16 (8+ retrieved versions of each report). May need cleanup of the incoming queue.

■ DEPARTMENT: EDUCATION

Education Program Leader: Kaeleigh Tran

■ **FLAG FOR PHILIP:** Kaeleigh posted a comprehensive **2026 Education Master Calendar** on Mar 11. Full schedule below.

Upcoming classes:

- **Apr 8, 2–4 PM:** Summit Tracking/Planning for Success w/ Chelsea (associates/L1 mandatory)
- **Apr 13, 10 AM–4 PM:** Curl Class w/ Lindsey Olson (in-salon, mandatory)
- **May 6, 2–4 PM:** Shades EQ PK w/ Jenisa
- **Jun 3, 2–4 PM:** Kerastase Refresher — **MANDATORY FOR EVERYONE**
- **Jul 13, 10 AM–4 PM:** Blonding Class w/ Sam Klaver (in-salon) — 5 ♥■ reactions

Recent activity: Kaeleigh shared Kerastase 2026 free virtual education schedule (90-min sessions, QR registration). Bello Haven Extension Class (Mar 2) completed with 11 stylists.

Education Dashboard: In development — not yet built.

■ DEPARTMENT: ASSOCIATE PROGRAM

Associate Program Leader: Chelsea Badjar (Level 6 Stylist)

No APL briefing today (runs Mondays). Chelsea is listed as instructor for upcoming monthly classes (Apr 8 Summit Tracking, Oct 7 Bobs/Technical Cuts, Dec 9 Salon Excellence).

■ DEPARTMENT: MANAGER 1:1

One-on-one data could not be loaded. Unable to report on recent COO or manager meeting notes. Data source needs investigation.

■ CUSTOMER FEEDBACK

No emails from contact@yachtclubsalon.com in the last 24 hours.

■ TAYLOR'S EMAILS

No emails from Taylor in the last 3 days. No briefing replies from Taylor in the last 3 days.

■ EMAIL HIGHLIGHTS

Email export failed today (JSON parse error). No email summary available. Needs fix before tomorrow's run.

■ IMESSAGE

- **+16023915928** (Mar 17, 4:13 AM): "How much does THAT cost?!" + Instagram reel link. Appears to be a personal/inquiry message — may warrant a reply if business-related.
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■ PHOREST DATA

3 reports routed at 06:03 AM: Staff Performance Detail Daily, Future Appointments 90 Days, Staff Tips Daily. All delivered to data/incoming. 15 warnings from duplicate file re-routing of 3/16 backlog.

■ PAYROLL SNAPSHOT

- **Feb 2026 payroll: 76% of revenue** — above 65% target and above 75% red threshold
 - **Feb 2026 revenue: \$93,888** with net loss of (\$4,273)
 - **Mar 2026 MTD: \$60,398** through day 17 — pacing ~\$106,585/mo annualized (improvement over Feb)
 - **2026 YTD net: (\$18,422)** across 3 months
 - No payroll report today (runs Mondays)
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■ PAYROLL CALENDAR

Pay Period 7 (2026-03-16 → 2026-03-29) — Day 2 of 14 | 8 working days remaining

■ YCS Payroll Review has pending items for PP6/PP7:

- **TERMINATION:** Megan King, effective 03-07-2026 (PP6) — 33.6 hrs PTO payout, expense chargeback -\$169.96
 - **BONUS PAY:** Teagan — split hours starting Tue Mar 3 at \$16.75/hr for support staff days (Tue/Wed), separate from associate wage, excluded from wage-vs-commission calc
 - **BONUS PAY:** Erin Frost — worked Thu 3/12 at \$16.75/hr support staff rate, excluded from wage-vs-commission calc
 - **REMINDER:** Run prior month full retail payout for retail commission
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■ TODAY'S ACTIONS

- **Fix COO agent permissions** — grant read access to `_Agent_Runner` directory so tomorrow's scan works
 - **Fix email export** — JSON parse error blocking all email data
 - **Investigate Slack channel sync errors** (4 errors) — likely bot still missing from channels since Mar 9
 - **Paychex WebEx call at 11:00 AM** — Lugano Ridge LLC. Wrap by 11:45 sharp.
 - **TEN Salon Med Doc at 11:45 AM** — Kinston Hub, Loveland. Note: back-to-back with Paychex.
 - **Review Kaeleigh's 2026 Education Calendar** — posted Mar 11, comprehensive schedule through December
 - **Process payroll review items** — Megan King termination payout, Teagan/Erin split-rate hours, retail commission payout
 - **Clean up Phorest incoming queue** — 15 warnings from duplicate file routing
 - **Investigate 1:1 data source** — failed to load today
 - **Address revenue shortfall** — 2026 YTD -31% vs budget, Feb payroll at 76%. Review staffing and pricing.
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■ DAYTIME WATCHER (YESTERDAY, MAR 16)

Watcher ran 5 cycles (8 AM – 6 PM):

- **Slack archive sync:** Refreshed at 8:01 AM, 10:02 AM, 12:00 PM, 2:02 PM, 4:02 PM, 6:03 PM
 - **Slack Archive Dashboard:** Rebuilt 4 times (12:01 PM, 2:05 PM, 4:04 PM, 6:06 PM) after detecting channel changes
 - No file routing or other actions detected outside Slack sync
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■ AGENT STATUS

Agent	Status	Errors	Warnings
Briefing Compiler	■	0	0
Calendar Export	■	0	0
COO Daily	■■■ Permission denied	0	0

Agent	Status	Errors	Warnings
Cron Morning	■	0	0
iMessage Export	■	0	0
Ingest Daily	■	0	0
Mail Export	■	0	0
Outlook Export	■	0	0
Phorest Router	■■■	0	15
Runner Morning	■■■	0	15
Slack Channel Sync	■	4	0
Slack Sync	■	0	0
Vendor Learning	■	0	0
Zoom Router	■	0	0

Priority fixes: COO agent permissions, Slack channel sync errors (4), email JSON parse error, Phorest duplicate routing (15 warnings).