



K3 SEEDS – Meeting

March 21, 2025 / 12PM / Boardroom

Safety Meeting

- Attendance sheet signed by all attendees.

Agenda

Old Business

New Business

1. Safety - AED
2. Cleaning Update
3. Preseason Preparation
 - Treating Update
4. Marketing Update
 - Ag Expo
5. Sales/Accounts Receivable Update
 - A/R Processes
 - Special Pricing List
 - No sell/COD List
 - Tentative Weekend Schedule (mid-April to mid-June)



NEXT MEETING: TBA



1. Safety Meeting - AED Training
2. Cleaning update
 - a. Down from last fiscal year
 - b. Up from last cycle - increased 5k ton
3. Pre-season Prep
 - a. Drum treater and mobile treater in service - clean and ready
 - b. Monarch - treat when we have a weather/slow window
 - c. Circle - no chem until the weather or demand is ready
 - i. Ready until then
 - d. Inventory in and out chem shed and trucks - training for Dillion
 - i. Updated daily
4. Marketing update - Ag Expo
 - a. No presentation/showcase
 - b. Keep customer app
 - i. Thursday instead of Friday
5. Sales | A/R
 - a. Invoice by end of next business
 - i. Nikki to be trained
 - b. Continue to get customer info
 - i. Confirm billing info in next few months
 - c. Special pricing - add to booking
 - d. Invoice out then approve by KS - change if need be
 - e. Hours of operation 6am - 6pm
 - i. 7am - 6pm shipping
 - ii. Saturdays 7am - 2pm (pre arranged orders only)

1. Introduction

- **What is an AED?**
 - Explain that an AED is a portable device used to treat people experiencing sudden cardiac arrest (SCA) by delivering an electric shock to the heart.
- **Why is it important?**
 - AEDs are designed to restore normal heart rhythms, increasing the chance of survival if used quickly in an emergency.

2. When to Use an AED

- **Recognizing Sudden Cardiac Arrest (SCA):**
 - Sudden collapse
 - Unresponsiveness (person isn't moving, breathing, or speaking)
 - Absence of a pulse

3. Steps for Using an AED

Here are the steps to explain for using an AED. You can also use visuals for clarity:

1. **Call for Help:**
 - Always call emergency services (911 or your local emergency number) first. If possible, have someone bring the AED.
2. **Turn on the AED:**
 - The device will give you clear voice instructions.
3. **Prepare the Person:**
 - Make sure the person is lying flat on their back.
 - Remove any clothing that covers the chest.
4. **Apply the AED Pads:**
 - Place one pad on the upper right chest, below the collarbone, and the other on the lower left chest, below the rib cage.
 - Ensure the pads have good contact with the skin, and there's no moisture on the chest.
5. **Allow AED to Analyze:**
 - The AED will automatically check the heart rhythm and determine if a shock is needed.
 - **Do not touch the person** while the AED is analyzing.
6. **Deliver the Shock (if instructed):**
 - If the AED determines a shock is needed, it will instruct you to press the shock button.
 - **Ensure no one is touching the person** when the shock is delivered.
7. **Perform CPR (if needed):**
 - After the shock, or if no shock is needed, the AED will prompt you to continue CPR (chest compressions and rescue breaths).
8. **Repeat as Necessary:**

- Continue following the AED's instructions until emergency medical personnel arrive or the person shows signs of life.

4. Safety Precautions

- **Avoid moisture:** Do not use an AED on a wet surface or if the person is lying in water.
- **Avoid metal surfaces:** Don't use AED if the person is on a metal surface (like a metal table).
- **Stay clear:** Make sure no one is in contact with the person during the shock delivery.

5. Conclusion

- Emphasize how quick action can save a life.
- AEDs are user-friendly and can be used by anyone with basic training.
- Encourage your audience to familiarize themselves with AEDs in their workplaces or public spaces.

Visuals and Demonstration

- **Images/diagrams of AED pads placement**



Safety Meeting Sign-Off Sheet

Date: Mar 21, 2025

Location: K3 Boardroom

Meeting Facilitator: Andy Schalk

Topics Covered:

1. Safety - A&D
2. Cleaning updates
3. Pre-season Preparation - Treating
4. Marketing update - AG Expo
5. Sales/AR update - AR processes, weekend schedule

Attendees:

No.	Name	Signature
1	<u>Nikki Hildebrand</u>	<u>[Signature]</u>
2	<u>Dawson Luke</u>	<u>[Signature]</u>
3	<u>Dillon Roth</u>	<u>[Signature]</u>
4	<u>Martina Beninetti</u>	<u>[Signature]</u>
5	<u>Sean Churchill</u>	<u>[Signature]</u>
6	<u>Klaus Slomig</u>	<u>[Signature]</u>
7	<u>Leighton Kolh</u>	<u>[Signature]</u>
8	<u>Jordan Kolh</u>	<u>[Signature]</u>
9	<u>Andy Schalk</u>	<u>[Signature]</u>
10		

Additional Notes/Action Items:

Meeting Conclusion Time: 1pm