



Memorandum of Understanding for Currie Groups™

For “Best Practices Group” services provided by Currie Management Consultants, Inc.

This document was prepared by Robin P. Currie and Khrystina Currie-Snell of Currie Management Consultants, Inc.

CURRIE MANAGEMENT CONSULTANTS, INC.'S SERVICES TO THE GROUP

The Role of Currie Management Consultants, Inc.

There will be three meetings per year. Currie Management Consultants, Inc. will assign a primary consultant to work with the Group. In the event that the primary consultant may be unavailable for a meeting due to illness or an unforeseen event, Currie Management Consultants, Inc. will ensure that another qualified consultant will substitute.

The primary consultant's role in relation to the Group is to plan the meetings and create the agendas; facilitate all discussions and provide best practices for issues and questions that arise during the meeting; review financial results and performance with the Group; share industry knowledge; provide advice on growth strategies, diversification, overall performance improvement, and any additional items that may need addressing (economic, supply chain, global issues, etc.).

Currie Management Consultants, Inc. will collect "Parking Lot" items throughout the meetings. These will be put on a list to address in more detail as time allows. Additionally, the Currie consultant may produce a special study or subject for meetings (as requested or approved by the Group) wherein the members will be able to go into greater depth in one specific area of their business to determine potential or real problems, and the group will work together to find viable solutions and establish plans of corrective action.

Meetings, Function Management and Group Prorate

Meeting Arrangements: On the last day of each meeting, the members, as a group, select the dates and sites for their future meetings at least one year in advance. The three meetings per year are held as follows:

- ❖ One meeting will take place within a driving radius of Currie Management Consultants, Inc.'s home city of Worcester, MA. The opportunities for this meeting include Worcester, MA, Boston, MA, Newport, RI, New York City, and other locations in that radius that may be hosted by a member of the Group at their business location.
- ❖ One meeting per year will take place in a location at the group's request, this may include a city where a member's company is located.
- ❖ One meeting per year will occur on a virtual platform such as Microsoft Teams, Zoom, or another platform provided by Currie Management Consultants, Inc.

In order to accommodate members who may not be able to attend a specific in-person meeting, the Currie consultant will provide a method within the meeting room that will allow that member (or members) to participate virtually.

Once the future meetings are determined, Currie Management Consultants, Inc. will handle all meeting bookings and will work directly with the facility and/or agency for the benefit of all members. Reservations will be made by Currie Management Consultants, Inc. and will include all specific arrangements for breakfasts, meetings rooms, and individual rooms. Currie is required to submit a deposit to each hotel to secure rooms and meeting space, to assist in this task, members will be required to submit

a *\$1,000 deposit fee* per member company when registering for each meeting. Currie Management Consultants, Inc. will not be responsible for the costs of hotel accommodations for a “no show” of any participant.

It has been agreed by the members of the group, that all members of record, shall be billed for, and pay, an equal portion of specified expenses pertinent to meetings and the welfare of the entire group, **whether or not they attend a particular meeting.** These specific expenses shall be limited and restricted to:

1. Fixed meeting expenses, including meeting room rental, supplies and AV rentals.
2. Fees and expenses paid to or on behalf of a special speaker provided the invitation to said speaker was approved by the group at its previous meeting.
3. All expenses of the team from Currie Management Consultants, Inc. related to preparing for, travelling to, and attending a meeting.

Billings for Services

Currie Management Consultants, Inc. reserves the right to review membership dues from time to time, and increases may occur.

Yearly membership dues are payable in quarterly installments by each member. The initial start-up fee for members joining an established group is *\$500*.

Members are financially responsible for all fixed and variable expenses associated with meetings. Fixed expenses are variable, and may include meeting meals, group dinners including beverages, and other charges that are based on attendance count. These “Meeting Expenses” will be billed after each meeting and should be considered separate from the quarterly membership dues. Any deposits paid in advance of a meeting will be credited at that time.

This document is meant to provide a general overview and guidelines for how Currie Groups typically operate. However, each group has a unique dynamic, and a “personality.” The Currie Team is quite flexible and will work to accommodate the differing expectation of the groups.

For additional information, feel free to email Robin Currie at robin@Curriemanagement.com and Khrystina Currie-Snell at khrystina@Curriemanagement.com.