

SAMPLE BOARD MEETING MINUTES FOR ABC TECH COMPANY

I. MEETING DETAILS

Chairperson: **Ralph Bernstein (CEO)**
Secretary: **Jessica Foley**

Date: **December 15th, 2020**
Time: **11:00 AM**

Location: **Howard W. Blake Auditorium**
Street Address: **500 W Main Street**
City: **Tampa**
State: **Florida** Zip: **33607**

II. ROLL CALL

The Secretary took a roll call at 11:04 AM.

The following persons were in attendance:

- **Allen Freeman (CFO)**
- **Chester Rogers (COO)**
- **Rebecca Thornback**
- **Hunter J. Richardson**
- **Fred Leviston**
- **Jeffrey Salinger**
- **Gregg Thompson**
- **Frederick Alverax**
- **Chad Wennington**
- **Allison Vasper**
- **Chester Freedland**

The following persons were absent:

- **Dan Wellington**
- **Josh Wellington**

III. CALL TO ORDER

Previous Meetings Minutes – Speaker: Ralph Bernstein – 11:16 AM

There was a call to order by the Chairperson to approve the meeting minutes of the previous meeting on November 15, 2020. The minutes were approved by a unanimous vote by all the attendees.

Meeting Agenda Distribution – Speaker: Ralph Bernstein – At 11:24 AM

A meeting agenda was distributed to all attendees of the meeting. After giving 5 minutes to review, a vote of the meeting agenda was produced.

At 11:31 AM, a vote was made, and the meeting agenda was approved by unanimous vote. Chester Rogers added an item to speak about possible Google Ads campaigns and was also approved by unanimous vote.

Sample Templates Board Meeting Minutes

S Ben Porath



Sample Templates Board Meeting Minutes:

Sample Templates Board Meeting Minutes Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the energy of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Sample Templates Board Meeting Minutes**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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