

# **SAMPLE BOARD MEETING MINUTES FOR ABC TECH COMPANY**

## **I. MEETING DETAILS**

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

Date: **December 15<sup>th</sup>, 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

**Peipei Pang**



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