

SAMPLE BOARD MEETING AGENDA 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 will take a roll call at the start of the meeting

The following persons were in **attendance**: _____

The following persons were **absent**: _____

III. CALL TO ORDER.

Previous Meetings Minutes – Speaker: Ralph Bernstein – 10 minutes

Meeting Agenda Distribution – Speaker: Ralph Bernstein – 10 minutes

IV. OLD BUSINESS.

Finding a Sales Manager Replacement – Speaker: Fred Lewiston – 15 minutes

Holiday Customer Service Hours – Speaker: Ralph Bernstein – 5 minutes



V. NEW BUSINESS.

Annual Bonuses – Speaker Ralph Bernstein – 10 minutes

Quarterly Reports – Speaker: Allen Freeman – 20 minutes

VI. OTHER ITEMS.

Time-Off in 2021 – Speaker: Ralph Bernstein – 10 minutes

VII. ADJOURNMENT.

Minutes submitted by: _____ Print Name: **Jessica Foley**

Approved by: _____ Print Name: **Ralph Bernstein**