

# **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 Lewiston
- 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.



#### IV. OLD BUSINESS.

##### **Finding a Sales Manager Replacement** – Speaker: Fred Lewiston – 11:35 AM

As mentioned in last week's meeting, there is still a need to replace the sales manager. Fred had mentioned there were possible candidates being considered at this time. Due to the holidays, there probably won't be much progress on employing a new manager until after the new year.

##### **Holiday Customer Service Hours** – Speaker: Ralph Bernstein – 11:42 AM

The holiday service hours have been published. As a company, we have decided to close all offices for Christmas Eve and Christmas Day. In addition, on New Year's Eve the office will close at 12 noon. All other days will operate at normal business hours.

#### V. NEW BUSINESS.

##### **Annual Bonuses** – Speaker Ralph Bernstein – 11:46 AM

It has been decided by the board to approve a 10% bonus to all employees for reaching goals that were put forth at the beginning of the year. Sales goals were accomplished and therefore this bonus is well-deserved by the employees.

##### **Quarterly Reports** – Speaker: Allen Freeman – 11:55 AM

Sales and quarterly reports are issues to the attendees. Some of the highlights are as follows:

- Quarterly Revenue: \$1,208,890.52
- Expenses: \$383,755.10
- Profit: \$825,135.42

This was a 12% increase over last year mainly due to more efficient e-mail marketing.

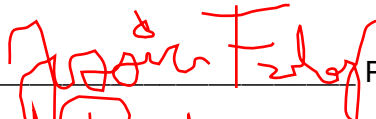
#### VI. OTHER ITEMS.

##### **Time-Off in 2021** – Speaker: Ralph Bernstein– 12:21 PM

It is being required that all executive members must take at least 2-weeks (10 workdays) off in 2021. Due to the executive team not taking vacations, it is being mandated that all executive members take this time off for their own well-being.

#### VII. ADJOURNMENT.

##### **Meeting has Ended** – Speaker: Ralph Bernstein– 12:28 PM

Minutes submitted by:  Print Name: Jessica Foley

Approved by:  Print Name: Ralph Bernstein