I. MEETING DETAILS

Meeting Facilitator: John Spalding  
Secretary: Jessica Reynolds

Date: November 5, 2020  
Time: 11:00 AM

E-Meet URL: www.sample-meeting-url.com

II. ATTENDEES.

Joe Carter, Sam Hess, Robert Williamson, Jeff Szorbek, Camila Caruso, Amanda Salisbury, Frank Sheehan, Chester Smith, Hillary Swanson, Jeff Herbertson, John Levittown, and Alexander Borgoff.

III. ABSENCES.

Alfred Seager and Michael Landry

IV. REPORTS.

- Financial reports  
  - Profit and Loss  
  - Expense Reports  
  - Advertising Spending (and return)  
  - Quarterly Taxes

- Customer Reviews  
  - Internal User Feedback  
  - Bad Reviews on 3rd Party Websites

V. UNFINISHED BUSINESS.

- Replacing the Sales Manager  
  - New Prospects  
  - Vetting Process

- Updating the Homepage  
  - Decide background images  
  - Review Design

VI. NEW BUSINESS.

- Christmas Bonuses Amounts ($)  
  - Low-level Employees  
  - Mid to High-level Employees
VII. OTHER.

- Christmas Party
  - Bar Limit ($)
- Christmas Hours
  - Christmas Eve, Christmas Day
  - New Years Eve, New Years Day

Minutes submitted by: ____________________  Print Name: Jessica Reynolds

Approved by: ____________________  Print Name: John Spalding