**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

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**Meeting Agenda Distribution** – Speaker: Ralph Bernstein – 10 minutes

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**IV. OLD BUSINESS**.

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

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

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**V. NEW BUSINESS**.

**Annual Bonuses** – Speaker Ralph Bernstein – 10 minutes

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**Quarterly Reports** – Speaker: Allen Freeman – 20 minutes

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**VI. OTHER ITEMS**.

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

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**VII. ADJOURNMENT**.

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Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: Jessica Foley

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: Ralph Bernstein