| **SAMPLE BUSINESS MEETING AGENDA**  **JONES CONSULTANTS, INC.** |
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| Location: | Jones Consultants’ Headquarters, 1234 Main St., Los Angeles, CA 91111 |
| Date: | January 11, 2021 |
| Time: | 10:00 am |

# TOPICS TO BE DISCUSSED:

## OPENING

### Introduction by Kathleen Jones (Chairperson)

### Meeting goals: Review previous meeting minutes and outstanding business items. Discuss new business items.

## ATTENDANCE

### Take roll of all those present and note any absentees.

## AGENDA APPROVAL

### Andrew Cruz (Secretary) to distribute current meeting agenda to all attendees.

### Any requests for additions to be made at this time.

### Attendees vote to approve final agenda.

## DISTRIBUTE PREVIOUS MEETING MINUTES

### Andrew to distribute previous meeting minutes to all attendees. Kathleen leads vote to approve the minutes.

## OLD BUSINESS

### Jane Richardson (HR) updates on the current search for a new Office Manager.

### Matthew Johnson (Goal Planning) to remind all attendees of requirements for individual first quarter goal setting meetings.

### Kathleen will lead any necessary votes on decisions.

## NEW BUSINESS

### Caroline Vogel (Direct Consulting) will discuss the details of a new client relationship with Art Promotions, LLC.

### Kathleen will lead any necessary votes on decisions.

## OTHER ITEMS

### Kathleen will review the company 2021 Holiday Schedule.

## ADJOURNMENT

### Andrew completes and signs the meeting minutes for Kathleen to approve.

### Kathleen calls the end to the meeting.