SAMPLE CORPORATE MEETING MINUTES FOR ART PROMOTIONS, LLC.

# MEETING DETAILS

Chairperson: Kate Bansagi Secretary: Adrianne Charlot

Date: February 12, 2021

Time: 10:00 am

Location: Art Promotions, LLC. Street Address: 5784 Spring St. City: Los Angeles

State: CA Zip: 97858

# ATTENDEES

* + Tyra Hudson (CEO)
  + Kate Bansagi (Director of Business Development)
  + Dora Cyrus (Facilities Manager)
  + Tim Jones (HR Director)
  + Daryl Curry (Finance Director)
  + Adrianne Charlot (Secretary)

# ABSENCES

* + No absences

# CALL TO ORDER

**Introduction** – Speaker Kate Bansagi – 10:00 am

Kate welcomed everyone to the meeting and outlined the meeting goals.

**Previous Meeting Minutes** – Speaker Kate Bansagi – 10:05 am

Adrianne distributed the previous meeting minutes for all to review. Kate led everyone in a vote to approve the minutes. The group unanimously voted to approve.

**Current Meeting Agenda** – Speaker Kate Bansagi – 10:09 am

Adrianne distributed the current meeting agenda for all to review. Kate led everyone in a vote to approve the agenda. The group unanimously voted to approve.

# OLD BUSINESS

**Old Business** – Speaker Kate Bansagi – 10:13 am

There was no outstanding business to address in this meeting.

# NEW BUSINESS

**Space Planning** – Speaker Kate Bansagi – 10:14 am

Kate presented the full proposal and schedule from Jones Consultants, Inc. for the new space planning project.

# VOTE

**Jones Consultants** – Speaker Kate Bansagi – 10:24 am

Kate led a vote to finalize the decision to contract with Jones Consultants for the space planning project. The group voted unanimously to sign the contract.

# ADJOURNMENT

**Next Meeting** – Speaker Kate Bansagi – 10:29 am

Kate scheduled the next corporate meeting on February 26, 2021.

**End of Meeting** – Speaker Kate Bansagi – 10:30 am Kate called a formal end to the meeting.

**Approval of Minutes** – Speaker Adrianne Charlot – 10:30 am

Adrianne recorded the end time and Kate approved the meeting minutes.



Minutes submitted by: Print Name: \_Adrianne Charlo\_t

Approved by: Print Name: \_Kate Bansagi