

# **SAMPLE CORPORATE MEETING MINUTES FOR ART PROMOTIONS, LLC.**

## **I. MEETING DETAILS**

Chairperson: **Kate Bansagi**  
Secretary: **Adrienne 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**

## **II. ATTENDEES**

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

## **III. ABSENCES**

- **No absences**

## **IV. 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  
**Adrienne 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  
**Adrienne 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.**

## **V. OLD BUSINESS**

**Old Business** – Speaker **Kate Bansagi** – 10:13 am  
**There was no outstanding business to address in this meeting.**

## **VI. 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.

## VII. 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.

## VIII. 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 Adrienne Charlot – 10:30 am

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

Minutes submitted by: Adrienne Charlot Print Name: \_\_\_\_\_

Approved by: Kate Bansagi Print Name: \_\_\_\_\_