

# **SAMPLE LIMITED LIABILITY COMPANY MEETING MINUTES**

## **ABC TECHNOLOGY PARTNERS, LLC**

### **I. MEETING DETAILS**

Meeting Leader: Jackie Page, President  
Secretary: Robert Carter

Date: January 6<sup>th</sup>, 2020  
Time: 8:30 AM EST

Location: ABC Headquarters Building, Conference Room B  
Street Address: 9000 NW 8<sup>th</sup> ST.  
City: Tampa State: Florida Zip: 00011-0009

### **II. ROLL CALL.**

Quorum **confirmed** with the following members in attendance:

- Jackie Page, President;
- Robert Carter, Secretary;
- Frank Scone;
- Stephanie Lowe;
- Stan Smith;
- Camila Stevens;
- Jane Harvard;
- Howard Bee.

No recorded absentees. All members were present.

### **III. CALL TO ORDER.**

**Meeting called to order by President Page – Mr. Carter – 8:35 AM EST**

Distribution of prior meeting minutes – Mr. Carter – 8:37 AM EST

Meeting Agenda distributed to members for approval – Mr. Carter – 8:40 AM EST

The attendees **approved current agenda unanimously** without any motions to amend, change, or otherwise alter the items.

### **IV. OLD BUSINESS.**

Election of new LLC operations manager – President Page – 8:45 AM

The attendees discussed the election of a new LLC manager, as Mr. Johnson stepped down last month.

Vote held by all attendees: Resolution passed 6-2.

**Members vote Stephanie Lowe as interim Manager.**

**V. NEW BUSINESS.**

Reviewing and submitting financial reports – President Page – 9:20 AM

Members from each department submit financial reports for approval. Discussion over CY-2020 numbers soon followed.

**All financial statements were approved and submitted unanimously – 9:50 AM**

**VI. OTHER ITEMS.**

Round-robin discussion for all members – All attendees – 10:00 AM

In alphabetical order, all attendees shared input regarding financial reports and upcoming goals for the LLC in 2020.


**VII. ADJOURNMENT.**

**Meeting minutes approved unanimously by all attendees – Mr. Carter – 11:30 AM EST**

**Meeting adjourned by President Page – Mr. Carter – 11:35 AM EST**

Submitted by:  \_\_\_\_\_

Print Name: Robert Carter

Approved by:   
\_\_\_\_\_

Print Name: Jackie Page