San Francisco, CA 94III | inquire@apexbridge.mail | template.net | 222 555 777

## **Professional Board Meeting Minutes**

### I. Meeting Details

Date: September 12, 2055 Time: 10:00 AM - 12:00 PM

Location: [Your Company Name] Headquarters, Conference Room A

Chairperson: Jane Smith Secretary: [Your Name]

#### II. Attendance

#### Present Board Members:

- · Jane Smith, Chairperson
- · Jane Smith, Secretary
- · Mark Johnson, Treasurer
- · Emily Davis, Director of Operations
- Michael Lee, Director of Marketing

#### Absent Board Members:

Sarah Brown, Director of Finance (Excused)

#### Guests:

- Anna Garcia, Legal Counsel
- · Thomas White, Auditor

#### III. Call to Order

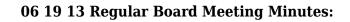
The meeting was called to order at 10:05 AM by Jane Smith, Chairperson, after confirming that a quorum was present.

#### IV. Approval of Previous Meeting Minutes

The minutes from the August 1, 2055, Board Meeting were reviewed and approved unanimously.

# **06 19 13 Regular Board Meeting Minutes**

**M Woodhall** 



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