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# **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.

# **6 19 13 Regular Board Meeting Minutes**

**Douglas S. Reed** 



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