# **Board Minutes Example**

**Date**: June 1, 2023

**Time**: 9:00 AM - 10:30 AM

**Location**: Company Headquarters, Boardroom

**Attendees**:

John Hightower - Chairman

Sabrina Davis - CEO

Michael Johnson - CFO

Sarah Thompson - CTO

David Wilson - Board Member

Emily Adams - Board Member

**Absent**:

None

**Agenda**:

Call to Order

Approval of Previous Minutes

CEO Report

Financial Report

Technology Update

New Business

Adjournment

**Meeting Proceedings:**

**Call to Order**:

The chairman, John Hightower, called the meeting to order at 9:00 AM. He welcomed all attendees and ensured a quorum was present.

**Approval of Previous Minutes:**

The minutes from the previous board meeting held on May 15, 2023, were distributed to all board members before the meeting. The board reviewed the minutes and unanimously approved them with no amendments.

**CEO Report:**

Sabrina Davis, the CEO, provided an update on the company's overall performance and key achievements since the last board meeting. She highlighted new business contracts secured, major projects completed, and future growth opportunities. She also discussed upcoming challenges and outlined strategies to overcome them. The board acknowledged the CEO's report and expressed satisfaction with the company's progress.

**Financial Report:**

Michael Johnson, the CFO, presented the financial report for the previous quarter, including the company's revenue, expenses, and profitability. He discussed any significant changes or trends and explained the financial implications of the company's recent activities. The board members engaged in a detailed discussion regarding financial performance, cash flow management, and budgetary considerations. The board accepted the financial report.

**Technology Update:**

Sarah Thompson, the CTO, provided an update on the company's technology initiatives, ongoing projects, and IT infrastructure. She highlighted the successful implementation of a new software system and improvements in data security measures. She also outlined upcoming technology investments and their expected benefits. The board appreciated the CTO's efforts and encouraged continued innovation in the technology domain.

**New Business:**

a. Board Member Appointment: David Wilson was formally introduced as a new board member, having joined the company on May 20, 2023. The board congratulated him and expressed confidence in his ability to contribute positively to the company's strategic decisions.

b. Marketing Campaign Proposal: The CEO presented a new marketing campaign proposal aimed at increasing brand awareness and customer acquisition. The board reviewed the proposal, asked clarifying questions, and requested further details regarding budget allocation, target audience, and expected outcomes. The decision to approve the marketing campaign was postponed until the next board meeting to allow for additional information gathering.

**Adjournment**:

The chairman, John Hightower, thanked all attendees for their participation and contributions. The meeting was adjourned at 10:30 AM.

Next Board Meeting:

The next board meeting was scheduled for June 20, 2023, at 9:00 AM in the same location.

[Signature]

John Hightower

Chairman

[Signature]

Sabrina Davis

CEO

[Signature]

Michael Johnson

CFO

[Signature]

Sarah Thompson

CTO

[Signature]

David Wilson

Board Member

[Signature]

Emily Adams

Board Member