

SAMPLE BUSINESS MEETING MINUTES FOR JONES CONSULTANTS, INC.

I. MEETING DETAILS

Chairperson: **Kathleen Jones**

Secretary: **Andrew Cruz**

Date: **January 11, 2021**

Time: **10:00 am**

Location: **Jones Consultants' Headquarters**

Street Address: **1234 Main St.**

City: **Los Angeles**

State: **CA** Zip: **91111**

II. ATTENDEES.

- **Kathleen Jones**
- **Andrew Cruz**
- **Jane Richardson**
- **Matthew Johnson**
- **Caroline Vogel**
- **Brady Foster**

III. ABSENCES.

- **Jeffrey Bowler**
- **Sarah Andrews**
- **Clayton Pelch**

IV. CALL TO ORDER.

Previous Meeting Minutes - Speaker Kathleen Jones - 10:05 am

There was a call to order by the Chairperson to approve the meeting minutes from the January 4, 2021 meeting. Attendees voted unanimously to approve the minutes.

Current Meeting Agenda - Speaker Kathleen Jones - 10:15 am

The meeting agenda was distributed to all attendees, who were given time to review for any questions or additions.

At 10:23 am, the attendees voted unanimously to approve the agenda without any additions.

V. OLD BUSINESS.

Search for New Office Manager - Speaker Jane Richardson - 10:24 am

