

**S. Kunal Keshan**  
**RA2011004010051**

**ECE – A**

**English - 18LEH101J**

31-05-2021

English - Assignment - 18LEH101J

Notice, Agenda and Minutes.

Kunal Keshan S  
RA2011004010051  
ECE - A.

Question:

Imagine that you are the Secretary of RMS Cotton Mills and Conduct a meeting with board of directors discussing various issues.

Notice without Agenda:

RMS Cotton Mills

12/7 Adhinu Street, Chennai

Tamil Nadu - 600123

NOTICE

31<sup>st</sup> May 2021

Notice is hereby given that the third meeting of the Board of Directors will be held at the registered office of the Company at 11 A.M. on Thursday, June 3<sup>rd</sup> 2021.  
The agenda is enclosed.

S Kunal Keshan  
Secretary

Cc:

Members of Board of Directors.



# Notice with Agenda:

RMS Cotton Mills

12/7, Adhinu Street, Chennai

Tamil Nadu - 600123

31st May 2021

## NOTICE

Notice is hereby given that the third meeting of the Board of Directors will be held at the registered office of the Company at 11 A.M. on Thursday, June 3, 2021.

S Kunal Keshan

Secretary.

### Agenda:

1. Confirmation of the minutes of the last meeting.
2. Matters arising from the minutes.
3. Expansion plans for the Company.
4. Improvements in the marketing department.
5. Date of next meeting.

Cc:

Members of Board of Directors.



# Minutes of Meeting:

RMS Cotton Mills

12/7, Adhinu Street, Chennai

Tamil Nadu - 600123

## Minutes

Minutes of the third meeting of the Board of Directors held on 3rd June 2021 at the Registered office of the Company.

The following members were present:

Mr. G. Thina	Managing Director.
Mr. A. Avichal	Director, Planning and Development.
Mr. P. Sahil	Director, Purchase
Mr. A. Jaswin	Director, Human Resource
Mr. S. Kumar	Director, Finance.

Mr. S. Kunal Keshan Secretary.

### 1. Confirmation for expansion plans.

The directors were in formal agreement for the new expansion plans put forth by the Director of Planning and Development. It was signed by all members and is now ready to be executed.



## 2. Improvement in the Marketing Department.

Improvements in Sales have been significant ~~yield~~ in the past quarters due to the unyielding ~~ability~~ and hard work of the Marketing Department. The Committee members agreed to increase the funds to the Marketing Dept.

## 3. Dividend Payout.

Increase in profits have been substantial in the past and in agreement, the Company will pay a dividend of ₹ 5 to all of its Shareholders on the 1st April 2022.

## 4. Next meeting.

The next meeting of the Board was fixed to be held on Monday, July 5 2021 at 11 A.M.

With this the meeting ended at 3:00 P.M while the Directors thanked each other.

S. Kunal Mishra.

Secretary.