

Minutes of the Board of Directors Meeting of XYZ Corp.

Date: 21/10/24 Time: 10:00 AM Location: Conference Room A, XYZ Corp. Headquarters

Call to order

The meeting was called to order by Chairperson John Smith at 10:05 AM.

Attendance

Present: John Smith (Chair) Mark Thompson (Treasurer) Emily Davis (Board Secretary) Robert Lee (Director) David Grant (Director) Hugh Lawson (Director)
Apologies: Tom Harris (Director) A quorum was present, with 6 out of 7 members in attendance.

Approval of previous minutes

The minutes of the previous board meeting held on 10th June 2024 were reviewed. A motion to approve the minutes was made by Robert Lee and seconded by Mark Thompson. The minutes were approved as presented.

Reports

Chairperson's report: John Smith provided an overview of the company's strategic initiatives for the upcoming quarter. Treasurer's report: Mark Thompson presented the financial report, highlighting a 15% increase in revenue compared to the previous quarter. Committee reports: Audit committee: Robert Lee reported that the audit is on schedule and expected to be completed by 30 November 2024. Marketing committee: Lisa Chen shared updates on the upcoming marketing campaign set to launch in January 2025.

Unfinished business

Employee training programme The board discussed the ongoing training programme's effectiveness, with feedback from employees indicating a positive impact on productivity.

Agenda items

Proposed budget for 2025 The board reviewed the proposed budget of £500,000. The budget breakdown included £200,000 for marketing initiatives, £150,000 for research and development and £150,000 for operational expenses. A motion was made by David Grant to approve the budget, seconded by Robert Lee and put to a vote. Votes: For: 5, Against: 0, Abstained: 0 The budget was approved as presented.

Action items

Review and update the employee training programme. Responsible member: Mark Thompson Due date: 15 November 2024

Any other business

The board discussed potential partnerships with local organisations to enhance community outreach.

Adjournment

The next board meeting is scheduled for 16th December 2024 at 10:00 AM. A motion to adjourn was made by Robert Lee and seconded by David Grant. The meeting adjourned at 11:30 AM.

Signature

John Smith Chairperson 21st October 2024 Minute taker: Emily Davis (Board Secretary)

Example

Minutes of the Executive Meeting of XYZ Corp.

Date: 21/10/24 Time: 11:00 AM Location: Conference Room B, XYZ Corp. Headquarters

Call to Order

The meeting was called to order by Emma Johnson, CEO and Chair, at 11:02 AM.

Attendance

Present: Emma Johnson (CEO and Chair) Mark Davies (CFO) Sarah Lewis (COO) Daniel Harris (CTO) Laura Edwards ([General Counsel](#)) Emily Davis (Secretary) A *quorum* was present, with all 6 members in attendance.

Approval of previous minutes

The minutes of the previous executive meeting held on 23rd September 2024 were reviewed and approved as presented.

Reports

[CEO's Report](#): Emma Johnson discussed key strategic initiatives, focusing on expanding the company's presence in the Asian market and the integration of recent acquisitions. Next Steps (Confidential): Emma will lead further due diligence on the acquisition targets, with updates to be shared only in the [executive session](#). CFO's Report: Mark Davies highlighted the company's Q3 financial performance, with revenue *up 15% compared to the previous quarter*. CTO's Report: Daniel Harris reported on the ongoing development of the AI-powered analytics platform. The platform is *80% complete*, with an expected *beta release by December*.

Unfinished business

Review of the new digital marketing campaign Key discussions: Emma Johnson and the marketing team analysed the performance of the digital marketing campaign launched in Q2. Metrics showed a *20% increase in brand engagement* but *lower conversion rates*. Decisions: Adjust target audience and allocate an additional £50,000 to content creation for Q4. Votes: For: 5, Against: 0, Abstained: 0 Approved as presented. Next steps: Adjust the target audience as discussed and allocate funds for content.

Agenda items

Implementation of remote work policy Key discussions: Sarah Lewis proposed expanding the current remote work policy to include flexible hours for all teams. There was concern over potential impacts on productivity, but the benefits for employee retention were emphasised. Decisions: The policy will be implemented as a pilot for six months with an evaluation scheduled *after Q1 2025*. Votes: For: 5, Against: 0, Abstained: 0 Approved as presented. Next steps: Prepare communication for all staff and monitor productivity metrics.

Action items

Adjust target audience for the digital marketing campaign Assignee: Marketing team Due date: 30/09/2024 Prepare communication for staff on remote work policy Assignee: HR Department Due date: 20/09/2024 Monitor productivity metrics post-implementation of remote work policy Assignee: Sarah Lewis Due date: 31/03/2025

Adjournment

The next executive meeting is scheduled for 5th November 2024 at 11:00 AM. A [motion to adjourn](#) was made by Sarah Lewis and seconded by Mark Davies. Emma Johnson adjourned the meeting at 12:20 PM.

Signature

Emma Johnson Chairperson and CEO 21st October 2024 Minute taker: Emily Davis (Secretary)

AGM Minutes of XYZ Corp.

Date: 25/11/24 Time: 12:00 PM to 1:30 PM Location: Main Conference Room, XYZ Headquarters, 123 Business Rd

Welcome and Introductions

The meeting was called to order at 12:05 PM by Chairperson Edward Thompson. The chair welcomed all shareholders and introduced the members of the board present.

Attendance

Present: Board members Edward Thompson (Chairperson) Michael Chen (CEO) Lisa Chang (Treasurer) David Brown (Director).... Shareholders Jim Edwards Alice Williams Robert Garcia... Apologies: Apologies were received from: Mark Robinson (CFO) A quorum was present, with 10 shareholders in attendance.

Review of action items from the previous AGM

Implementation of the new management training programme – Completed. Next Steps: The training programme will be evaluated for effectiveness and adjustments will be made as necessary before the next AGM.

Approval of previous minutes

Proposed resolution: That the minutes of the AGM held on 20th November 2023 be accepted. Moved: David Brown Seconded: Lisa Chang *The minutes were approved as presented.*

Chairperson's report

Chairperson Edward Thompson presented the report, highlighting the company's growth, key achievements and strategic initiatives over the past year, highlighting: A 15% increase in revenue compared to the previous fiscal year. Successful launch of three new product lines. Expansion into two new international markets.

CEO's report

CEO Michael Chen provided an overview of the company's performance, including: Financial results indicating a net profit of £2 million. 20% increased efficiency in production. Potential partnership with ABC Ltd.

Treasurer's report

Treasurer Lisa Chang presented the financial report, detailing: Total income: £10 million Total expenses: £8 million Overall financial position: £2 million profit, maintaining a healthy balance sheet.

Questions to directors

Shareholders raised questions regarding: Future investment strategies, which were addressed by Michael Chen. [Summary of key points] Marketing initiatives for new products, answered by Sarah Patel. [Summary of key points]

Proposed resolutions

To approve the [amendment](#) of the corporate [byelaws](#) to allow for electronic voting in future meetings. Moved: David Brown Seconded: Lisa Chang Discussion: David Brown highlighted the benefits of enabling electronic voting, such as increasing participation among shareholders who may not be able to attend in person. Several shareholders expressed support for the resolution, noting that it aligns with modern practices in [corporate governance](#). Votes: For: 14, Against: 4, Abstained: 2 *The resolution was passed with a majority vote.*

Acceptance of financial statements

Proposed resolution: That the financial statements for the fiscal year ending 30th June 2024 be accepted. Moved: Lisa Chang Seconded: Jim Edwards Discussion: [Summary of key points] Votes: For: 18, Against: 2, Abstained: 0 *The resolution was passed with a majority vote.*

Acceptance of annual report

Proposed resolution: That the annual report for the fiscal year ending 30th June 2024 be accepted. Moved: Michael Chen
Seconded: David Brown
Discussion: [Summary of key points]
Votes: For: 20, Against: 0, Abstained: 0
The resolution was passed with a majority vote.

Appointment of auditors

Proposed resolution: That Smith & Co. be appointed as XYZ Corporation's auditors for the next fiscal year. Moved: Lisa Chang
Seconded: Alice Williams
Discussion: Lisa Chang highlighted Smith & Co.'s experience and past performance. Jim Edwards and Robert Garcia raised concerns regarding their costs compared to other firms.
Votes: For: 8, Against: 9, Abstained: 0
The resolution failed as it did not achieve a majority vote.
Next Steps: The board will conduct a review of alternative auditing firms and their proposals.

Results of the general election:

Directors appointed: Mark Robinson, Sarah Patel
Directors removed: None

Adjournment

The next AGM is scheduled for 17th November 2025. The meeting was adjourned at 1:30 PM by Chairperson Edward Thompson. The chair thanked everyone for their participation and contributions.

Signature

Edward Thompson
Chairperson
25th November 2024
Minute taker: Emily Davis (Executive Assistant)