

Board of Directors Meeting Minutes

November 15, 2024

Attendees

Present: Directors Smith, Johnson, Chen, Williams, Davis. Absent: Director Martinez (excused).
Management: CEO Roberts, CFO Taylor, COO Anderson.

Financial Report

CFO Taylor presented Q3 financial results. Revenue of \$23.4M, up 8% YoY. Operating margin of 14.2%, consistent with plan. Cash position strong at \$12.8M. Board approved annual audit engagement.

Strategic Initiatives

CEO Roberts reviewed progress on digital transformation initiative. Customer portal launch scheduled for Q1 2025. Process automation project on track, 35% complete. Board approved capital allocation for technology investments.

Next Meeting

Scheduled for February 14, 2025 at 2:00 PM.