**MINUTES SAMPLE 1**

**Franco co.**

**Meeting minutes**

**13 February, 2020**

**Opening:**

Meeting called to order at 12:00 P.M by CEO Taylor Copper.

**Presents:**

Taylor Cooper, CEO

Logan Shafter, CFO

Morgan Ely, Senior Vice President, Marketing

Elyse Chan, Senior Vice President, Engineering

Joyce Comer, Senior Vice President, Consulting

Lindsay Rogan, Communication Strategist

Mark Epstein, Senior Vice President, Human Resources

Shane Hale, Engineering Specialist

Nick Mitchell, International Consulting Representative

Ryan Marko, Senior Vice President Recruiting

Drusa shyamlala, secretary

**Absents:**

(No one)

**Approval of minutes:**

* Motion: Approve minutes from 14 January 2013 board meeting
* Vote: Motion carried
* Resolved: Minutes from the meeting on 14 January 2013 approved without modification

**Agenda:**

* Motion from Morgan Ely to submit the latest issue of company newsletter, The Newswire, for national award

Vote: 10 in favor, 0 opposed, 0 abstained

Resolved: Motion carried

* Motion from Shane Hale to attain 10% more engineering materials for company

Vote: 4 in favor, 6 opposed

Resolved: Motion failed

* Motion from Mark Epstein to hire 5 interviewed candidates to fill vacant positions at the company Vote: 6 in favor, 4 opposed

Resolved: Motion carried

**Adjournment:**

Meeting is adjourned by CEO Taylor Cooper at 10:10 am.

Minutes submitted by: Drusa Shyamlala

Minutes approved by: Taylor Cooper

**Minutes sample 2**

**Washington State**

**Health Care Authority**

**Health Technology Clinical Committee**

**Date**: August 20th, 2010

**Time**: 8:00 am - 5:00 pm

**Location**: Marriott Hotel - 3201 South 176th Street, Seattle, WA 98188

**Teleconference** **Bridge**: 1-218-936-4700

**Access** **Code**: 9461464

Adopted:

**HTCC MINUTES**

**Members Present:**

Brian Budenholzer

Michael Myint

Carson Odegard

Richard Phillips

C.Craige Blackmore

Louise Kaplan

Christopher Standaert

Michelle Simon

Michael Souter.

**Absent:**

Kevin Walsh

Megan Morris

**HTCC FORMAL ACTION**

1. **Call to Order**:

Dr. Budenholzer, Chair, called the meeting to order. Sufficient members were present to constitute a quorum.

1. **May 14th, 2010 Meeting Minutes**:

Chair referred members to the draft minutes; motion to approve and second, and adopted by the committee.

* **Action:** Eight committee members approved the May 14", 2010 meeting minutes. One committee member abstained from voting.

1. **Hyaluronic Acid / Viscosupplementation (HA) draft Findings & Decision:**

Chair referred members to the draft findings

and decision and called for further discussion or objection. The Hyaluronic acid/Viscosupplementation findings & decision was approved and adopted by the committee.

* Action: Eight committee members approved the Hyaluronic Acid/Viscosupplementation findings & decision document. One committee member abstained from voting.

1. **Breast MRI (BMRT):**

The HTCC reviewed and considered the Breast MRI technology assessment report: information provided by the Administrator, state agencies; and public members and heard comments from the evidence reviewer, HTA program, an invited clinical expert, the public and agency medical directors. The committee considered all the evidence and gave greatest weight to the evidence it determined, based on objective factors, to be the most valid and reliable.

**Adjournment:**

Meeting is adjourned at 1:15 pm by Michael Simon.

Minute submitted by: Michael Souter

Minutes approved by: Brian Budenholzer