SIMPLE MINUTES OF MEETING SAMPLE PDF

Standard Executive Board & Committee Template | ISO 32000-1 Validated Test Fixture

Meeting Name:	Quarterly Operations Review	**Document ID:**	MOM-2026-Q4-01	**Date:**	2026-11-15
Meeting Chair:	Sarah Jenkins, Operations VP	**Secretary:**	David Chen, Governance Lead		
Time / Location:	10:00 - 11:30 AM EST | Boardroom A & Zoom	**Attendance:**	8 Present, 1 Apology		

1. CALL TO ORDER & ROLL CALL

Meeting Called to Order:	10:02 AM EST by Sarah Jenkins (Operations VP). Quorum confirmed (8 of 9 present).
Members Present:	S. Jenkins (Chair), D. Chen (Secretary), E. Davis, M. Rivera, T. Patel, K. Wong, J. Smith, A. Vance
Members Excused / Absent:	R. Taylor (Notice provided in advance and recorded in official log)
Approval of Previous Minutes:	Minutes of the previous meeting (2026-10-15) reviewed and approved unanimously.

2. AGENDA TOPICS & COMMITTEE REPORTS

Agenda Item 1 (Operations):	Review of Q4 delivery benchmarks. Cloud infrastructure migration running on schedule.
Agenda Item 2 (Financials):	FY2026 capital budget variance report reviewed. Software tooling spend within +1.2% budget target.
Agenda Item 3 (Compliance):	ISO 32000-1 document retention protocol presented. Policy updates adopted for audit archives.
Agenda Item 4 (Product):	Release timetable for enterprise customer portal confirmed for public deployment in December.

3. FORMAL MOTIONS & RESOLUTIONS (ROBERTS RULES COMPLIANT)

Resolution 2026-M01:	Motion to approve the updated cloud security and PDF artifact archive policy. Moved: E. Davis.
Seconded & Vote Count:	Seconded: M. Rivera. Vote tally: 8 in favor, 0 opposed, 0 abstentions. Motion CARRIED.
Resolution 2026-M02:	Motion to authorize hardware renewal budget of $45,000 for server expansion. Moved: T. Patel.
Seconded & Vote Count:	Seconded: K. Wong. Vote tally: 8 in favor, 0 opposed, 0 abstentions. Motion CARRIED.

4. ACTION ITEMS & ACCOUNTABILITY MATRIX

Action Item 1 (Tech Lead):	D. Chen to distribute finalized meeting minutes PDF to all stakeholders within 24 hours (Due: 2026-11-16).
Action Item 2 (Ops Team):	M. Rivera to deploy automated PDF rendering and regression test suites in staging (Due: 2026-11-20).
Action Item 3 (Finance):	T. Patel to issue finalized FY2026 capital purchase orders to approved vendors (Due: 2026-11-22).
Action Item 4 (Audit):	K. Wong to complete ISO 32000-1 cross-reference verification on stored archives (Due: 2026-11-25).

5. ADJOURNMENT & NEXT MEETING SCHEDULE

Meeting Adjourned:	Meeting officially adjourned at 11:28 AM EST by Sarah Jenkins.
Next Scheduled Meeting:	Regular Quarterly Executive Committee Session: 2026-12-15 at 10:00 AM EST in Boardroom A.
Distribution Notice:	Approved minutes PDF archived in corporate governance portal and sent via secure email.

6. GOVERNANCE RECORD SIGN-OFF & CERTIFICATION

Meeting Chair Signature:	Sarah Jenkins, VP Operations [APPROVED & ADOPTED - 2026-11-15]
Recording Secretary Signature:	David Chen, Corporate Secretary [RECORDED & DISTRIBUTED - 2026-11-15]