

**ADVISERZ**

**“Giving You the Advice Needed”**

[767 Emerald Dreams Drv. Chicago, IL 60607]

[804-200-7124 / Mon - Fri, 8 AM - 6 PM]

[youremaill@companyname.com / yourwebsite.com]

**OFFICIAL MEETING MINUTES**

|  |  |  |
| --- | --- | --- |
| **Date:** |  | [October 10, 2026] |
|  |  |  |
| **Time:** |  | [12 PM - 2 PM] |
|  |  |  |
| **Venue:** |  | [Adviserz] |
|  |  |  |
| **Purpose:** |  | [To discuss the goals for the month of October 2026.] |

**ATTENDEES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **NAME** | **DESIGNATION** | **CONTACT** | **SIGNATURE** |
| 1. | [Robin F Clements] | [General Manager] | [815-280-7734] |  |
| 2. | [Teresa J. Chandler] | [Operations Manager] | [662-721-3838 ] |  |
| 3. | [Ashley J. Foster] | [HR Manager] | [909-996-5038] |  |

**AGENDA NO. 1**

The first agenda of the meeting was complaints by employees about working conditions.

**SUGGESTIONS, PROPOSALS**

The suggestions & proposals regarding the above agenda were as follows:

* Robin suggested that every concern must be studied by the Board & the Human Resources Department.
* Teresa suggested that pro-employee & company solutions must be made.
* Ashley suggested that all employees must be sent a memo that addresses their complaints.

**ACTION ITEMS & DATES TO BE IMPLEMENTED**

The attendees agreed to the following action items & their corresponding implementation dates:

* October 12 - Meeting with the Board & Human Resources Department. A document on company solutions shall be made within the day & released the next day.
* October 13 - Send a memo to all employees with the attached document once proofread.

**ATTACHED FILES**

[INSERT FILES, PHOTOS, CHARTS, ETC.]



**AGENDA NO. 2**

The second agenda of the meeting was the hiring of new interns for the workplace.

**SUGGESTIONS, PROPOSALS**

The suggestions & proposals regarding the above agenda were as follows:

* Teresa suggested that the online ads being placed in the company’s website should attract more applicants.
* Ashley suggested that tapping on the contacts they have at schools can also increase more applicants.
* Robin suggested that they use both of these methods to gain as many applicants as they can.

**ACTION ITEMS & DATES TO BE IMPLEMENTED**

The attendees agreed to the following action items & their corresponding implementation dates:

* October 13 - Update the company’s website that they will need interns as well as contact the schools that they have connections too.

**ATTACHED FILES**

[INSERT FILES, PHOTOS, CHARTS, ETC.]



**AGENDA NO. 3**

The third agenda of the meeting was the reviewal of the recent Investment Policy Manual.

**SUGGESTIONS, PROPOSALS**

The suggestions & proposals regarding the above agenda were as follows:

* The present committee members were tasked with the evaluation & approval of newly proposed policy changes from its last update on September 27, 2026.
* Ashley suggested elaborating further on the risk management assessment of the manual.
* Robin stated that although newly proposed changes in the manual are open for further discussions, these recommended policies require more detailed information.
* Teresa suggested to properly define both its real estate investment funds & mutual funds.

**ACTION ITEMS & DATES TO BE IMPLEMENTED**

The attendees agreed to the following action items & its corresponding implementation date:

* October 14, 2026 - Revision of Investment Policy Manual

**ATTACHED FILES**

[INSERT FILES, PHOTOS, CHARTS, ETC.]



**ANNOUNCEMENTS**

[SPECIFY ANNOUNCEMENTS]

**OTHER NOTES**

[SPECIFY OTHER NOTES]

|  |  |
| --- | --- |
| **NEXT MEETING ON:** | [October 16, 2026] |
| **APPROVED BY:** | [Teresa J. Chandler] |
| **DATE APPROVED:** | [October 10, 2026] |
| **SIGNATURE:** |  |