**MINUTES**

**Minutes is a summarized record of the proceedings at a meeting.Whatever motions are discussed, whatever motions are moved and whatever resolutions are adopted should be mentioned in the minutes. Minutes are circulated among members who may have remained absent for the meeting to apprise them of what transpired the meeting. Minutes are mostly maintained for formal meetings which serves as a written record.**

**The following are the essential elements of minutes:**

1. **Name of the organization.**
2. **Type of meeting.**
3. **Date, time and place of the meeting.**
4. **Name of the participants.**
5. **The minutes of the previous meeting which are usually taken as read but must be approved by the chairperson.**
6. **The issues discussed in the meeting.**
7. **The date of the next meeting.**
8. **Action taken, if any.**
9. **Resolutions passed.**
10. **Closure of the meeting.**
11. **Signature of the minutes-taker.**

**\*An additional signature may be required, as per the organization’s policies.**

**GLOBAL HOLDING CORPORATION PVT. LTD**

**Minutes of the Annual General Meeting held on December 11, 2011.**

Date: …………….

**Members present:**

**Mr. Vasanth, Chairperson**

**Mr. Rahul Dravid, Executive Director**

**Ms. Vaneeta Raney, Managing Director**

**Ms. Pooja Iyer, Finance Director**

**Mr. Dhoni, Sales Director**

**Mr. Tendulkar, Human Resource Director**

* **The minutes of the last meeting were taken as read and were approved by the Chairman.**
* **Ms. Pooja Iyer said that because the meeting was being held late this year various departments were facing a fund crunch. She argued that keeping in view globalization and the decreasing value of the Rupee the allocation of funds be doubled. Her argument was supported by all the members and the motion was carried through.**
* **Mr. Dhoni made a case for increasing funding of various departments by assuring the chair that extra funds would be generated by improving the sales.**
* **Human Resource Department Director, Mr. Tendulkar said that the recruitment policy of the company would have to be modified and contract employment introduced in keeping with global trend. There was unanimity about the issue and a decision was taken in its favour.**
* **The members said in one voice that the proposal of opening two more units, which had been kept on the backburner so far be given green signal. It was decided that two units would be opened after finding suitable locations.**
* **There was no consensus on fixing the date of the next meeting. It was decided that a date would be chosen later in a meeting convened solely for this purpose.**
* **Mr. N. Srinivasan on behalf of all the members extended a vote of thanks to the Honourable Chairman Mr. Vasanth for allowing the members to freely express their opinions. He also thanked the entire organizing team for the perfect logistic support which they had provided, the stage set up and for all the undying efforts which they had put in making this program a huge success.**

**Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_ Additional sign:\_\_\_\_\_\_\_\_\_\_\_\_**

**(Minute taker)**