# Sample Meeting Minutes

**Date & Time:**   June 1, 2017

**Client name:** Top Line Ford Auto, Inc.

**Meeting Type:**Quarterly investment review

**Attendees:**  Those present included Committee members Dave Stepper, Ryan Matters (by phone), Rich Smith and Robin Thomas (by phone).

**Matters Discussed:** The agenda for this meeting was as follows:

* Review the minutes from our last meeting
* Review status of follow-up items from last meeting
* Review Fi360 monitoring report
* Other matters as presented during the meeting

 A summary of meeting highlights is below:

* Reviewed the minutes from last quarter and verified that the participant website changes that we requested were executed.
* Reviewed the Fi360 Monitoring Report.   Three investments are currently on watch.  Two of those funds will continue to be watched, but Clearbright Total Return was considered for replacement and WhiteRock Total Return was selected.  Key Core Bond and Asset Core Plus Bond were also considered as part of this search.
* Discussed ways to increase employee engagement and participation in the 401k plan.

**Follow Up:**

* Dave to schedule meeting with HR to formalize a set of lunch and learns around the 401k plan.
* M&D Advisors to work with our recordkeeper to execute the Intermediate-term bond change from Clearbright to WhiteRock.

**Materials Reviewed:**

* Fi360 monitoring report
* Investment comparison report for Total Return Bond replacement

**Decisions voted upon:**

* Total Return Bond replacement

**Submitted by:** Dave Stepper (secretary)

**Approved by:** Rich Smith (chairman)

# Sample Attendee Sheet

**Date**: July 10, 2017

**Client name:** Top Line Ford Auto, Inc.

**Meeting:** Q4 2017 Investment Committee Review Meeting

By signing this attendee sheet, you affirm that you have participated in the stated meeting and received and reviewed the materials presented to you. Meeting minutes will be captured, acted upon and then reviewed as part of the next review meeting.

**Client/Committee Members**

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| Print Name | Signature |
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**M&D Advisors/Other professional attendees**

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| --- | --- |
| Print Name & Company | Signature |
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