

PROFESSIONAL BUSINESS ASSOCIATES (bold)
(DS)
Minutes (bold)
(DS)
Regular Meeting of Board of Directors (bold)
(DS)
September 22, 20__ (bold)
(QS)

A regular meeting of the Board of Directors of Professional Business Associates was called to order at 5454 Cleveland Avenue, Columbus, Ohio, at 10 a.m. pursuant to the notice sent to all Directors in accordance with the bylaws.

(DS)

The following directors were present, constituting all the directors: Jared G. Allison II, Kenneth L. Calderone, Deborah Dean Daniels, and Gary Guyot.

Jared G. Allison II, Chairman, presided and David K. Rust, Assistant Secretary, recorded the proceedings of the meeting.

The minutes of the last meeting were approved.

Mr. Allison introduced Gregory A. Horn, Executive Vice President of Operations, who reported on August operations. Although sales were satisfactory, future prospects looked good. Gary Guyot reviewed the recommendations for building a new facility or renovating the existing facility to accommodate the corporation's information processing needs over the next ten years.

The next meeting of the Board will be held on November 24, 20__, at 10 a.m.

There being no further business, the meeting was adjourned at 1:05 p.m.

(QS)

Secretary

Note:

- The line for the Secretary's signature must be two inches long.
 - The word Secretary is to be centered below the line.
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<p>MINUTES—Second and Subsequent Pages Top Margin: 1" Header at Left Margin: Name of Company Page 2 (<i>at top left margin, key the word Page followed by the page number</i>) Date Spacing of Heading Information: SS Spacing after Date in Heading to Body: DS (to ensure one blank line before body text)</p>
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