

# **KNIGHT & ASSOCIATES CONSULTING LLC**

## **MINUTES OF A MEETING OF THE BOARD OF DIRECTORS**

A meeting of the Board of Directors (the “Board”) of KNIGHT & ASSOCIATES CONSULTING LLC, a Texas corporation (the “Company”), was held on Monday, **March 25, 2019** / 1205 hrs., at the company office located 2000 E. Lamar Blvd., Ste 600 Arlington TX 76006.

### **Directors Present:**

Dr. Clyde Knight Jr, Chm  
James Cook via IT  
Dr. Rodrick Points, CEO via IT (Zoom)

### **Also Present Were:**

Richard Martinez, CCO  
Anthony Banks, COO via IT (Zoom)  
Michael Knight, CECO via IT (Zoom)

### **Directors Absent:**

N/A

### **Counsel Present:**

N/A

NOTE: It’s generally good to note next to the above listing if the attendee(s) participated via telephone (otherwise it’s assumed they participated in person at the above referenced location]

### **Call to Order**

Dr. Clyde Knight Jr, Chm called the meeting to order at 1205 hrs. CMT and Dr. Clyde Knight Jr, Chm; acting as secretary recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

### **CEO Report**

Dr. Rodrick Points, CEO reviewed the agenda and welcomed everyone to the meeting. Dr. Rodrick Points, CEO discussed the current status of the company and its progress. A number of questions were asked, and extensive discussion ensued.

### **Marketing & Business Development Update**

Michael Knight, CECO presented to the board a list of proposed options to be researched germane to gaining public exposure in the market place via social media; citing a few real-world examples for approval, whereupon motion duly made, seconded and unanimously adopted, the option grants were approved as

presented. A few of these social media sites were mentions but not limited to LinkedIn, Instagram, FB, Twitter etc.

Anthony Banks, COO presented to the Board a list of proposed options to be researched for a marketing campaign or process whereupon motion duly made, seconded and unanimously adopted, the option grants were approved as presented:

Upwork (similar to Thumbtack) listing  
Send survey out to companies with -

- High turn-over
- Underperforming Management
- Off-board Interviewees
- Employee Interviewees

Richard Martinez, CCO presented to the board a list of proposed options to be researched collecting actionable data from former employees i.e. Off-board, management performance, workplace settings via surveys, and social media site such as Glass door, Indeed etc., whereupon motion duly made, seconded and unanimously adopted, the option grants were approved as presented.

## **Financial Review**

Michael Knight, CEO discussed improving the company's financial position going forward. CEO asserted that currently the COO watches over the finances for the company until we have qualified staff members.

## **Financial Planning**

Michael Knight, CEO discussed the possible having a CFO appointed to do the company's finances and accounting records. And researching the use of social media to establish brand equity and marketing exposure.

## **Approval of Option Grants**

Dr. Clyde Knight Jr, Chm, asked and discusses with Board Member James Cook the company's options or having a means to research for government grants suing our DUN, SAMS and Cage #s in the not to distant future as the company grows and expands into this market and industry. Will need to be comprehensively discussed as at a later time.

## **Approval of Minutes**

Dr. Clyde Knight Jr, Chm discussed the nomenclature of an actual quorum. The Board quorum minutes to be recorded by the Chm until such time as an actual Secretary is appointed. A secretary can be a board member with a legal background male or female. For this initial meeting there was no previous quorum meeting to refer to. So, approval of prior minutes was not applicable for this first quorum meeting to the Board for approvals, whereupon motion duly made, seconded and unanimously adopted, the minutes would have been approved as presented. For more go to: <https://smallbusiness.chron.com/responsibilities-secretary-executive-board-1072.html>

Also discussed were duties and responsibilities of each manager and member.

## Closed Session

The Board next discussed a number of strategic topics. Questions were asked and answered.

## Adjournment

There being no further business to come before the meeting, the meeting was adjourned at 1309 hrs., CMT. However, the Chm mentioned that quorums are quarterly and held 4 times per fiscal year. And that in the course of conduction our business as policy-makers we're authorized to call bi-monthly meetings or unscheduled meeting when needed or emergency meetings at corporate or other suitable accommodations. The CECO will be giving authority and access to corporate account.

Respectfully submitted,

*Clyde Knight Jr*

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Dr. Clyde Knight Jr. Chm, (acting) Recording Secretary

James Cook Bd. Mem. \_\_\_\_\_

*James Cook*

Dr. Rodrick Points, CEO \_\_\_\_\_

*Dr. Points*

Richard Martinez, CCO \_\_\_\_\_

*Richard Martinez*

Anthony Banks, COO \_\_\_\_\_

*Anthony Banks*

Michael Knight, CECO \_\_\_\_\_

*Michael A. Knight*

## Certificate Of Completion

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Clyde Knight Jr

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arlington, TX 76002

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info@knight-associatesllc.com

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## Record Tracking

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3/26/2019 4:35:52 PM

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## Signer Events

Mr. James Cook

James.Cook@gkgna.com

Security Level: Email, Account Authentication  
(None)

## Signature



Signature Adoption: Drawn on Device  
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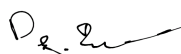
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Dr. Rodrick Points, CEO

points705@gmail.com

Security Level: Email, Account Authentication  
(None)



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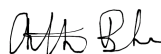
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ID: 45df6e56-02f7-424c-ab09-589ee74d8b9f

Mr. Anthony Banks, COO

anthonybanks@yahoo.com

Security Level: Email, Account Authentication  
(None)



Signature Adoption: Drawn on Device  
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Signed using mobile

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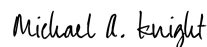
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Michael A. Knight

APISCESLUV4U@yahoo.com

Security Level: Email, Account Authentication  
(None)



Signature Adoption: Pre-selected Style  
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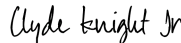
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Signer Events	Signature	Timestamp
Mr. Richard Martinez, CCO hpmyst@gmail.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 104.190.172.163 Signed using mobile	Sent: 3/30/2019 7:38:16 PM Viewed: 3/31/2019 9:01:25 AM Signed: 3/31/2019 9:01:33 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 3/31/2019 9:01:25 AM  
ID: 5b044e99-05a2-4785-a975-93d732b92c10

Clyde Knight Jr info@knight-associatesllc.com Clyde Knight Jr Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 192.136.234.181	Sent: 3/31/2019 9:01:34 AM Viewed: 3/31/2019 10:06:29 AM Signed: 3/31/2019 10:06:50 AM
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Agent Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	3/31/2019 10:06:50 AM
Completed	Security Checked	3/31/2019 10:06:50 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
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\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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