

# Voting Outcome Record

## Capital Expenditure Meeting Minutes

Meeting Date:

2024-06-20

Meeting Location:

Conference Room A

Facilitator:

Jane Doe

Recorder:

John Smith

### Agenda Item

Project Title:

New Manufacturing Equipment Investment

Proposal Presented By:

Emily Tan

Overview:

Request for approval of budget allocation for purchasing new automated manufacturing equipment for Plant 3.

### Voting Record

Member Name	Position	Vote	Comments
Michael Lee	Chairperson	Yes	Supports the increase in productivity.
Maria Gomez	Finance Director	No	Concerns on ROI projection.
Akira Sato	Operations Head	Yes	Necessary for production targets.
Mina Patel	Procurement	Yes	Vendor terms are favorable.

Total Votes:

4

In Favor:

3

Against:

1

Abstained:

0

Decision:

Approved

### Action Items

- Initiate procurement process by July 1, 2024.
- Update project timeline and circulate to members.
- Arrange follow-up meeting to monitor progress in September.

### Important Notes

- Ensure all attendees' votes and comments are accurately recorded for transparency.
- Document the rationale behind each decision for future reference and audit trail.

- Meeting minutes should be circulated and approved by all present members.
- Retain records of voting outcomes as part of compliance with corporate governance policies.
- Specify action items and responsible persons for implementation of approved proposals.