

**MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
PARNASSUS BUILDING COMPANY**

Held February 28, 2020

Minutes of a Regular Meeting of the Board of Directors of Parnassus Building Company, a Minnesota non-profit corporation (the “Company”), held on February 28, 2020 at Parnassus Preparatory School, 11201 96th Avenue North, Maple Grove, Minnesota.

Present at the meeting were directors Mr. Joe Piket, Mr. Rob Dyer, and Ms. Laura Bottenfield.

Also in attendance was Ms. Constance Ford, the Executive Director of Parnassus Preparatory School.

The meeting was called to order at 10:00am.

APPROVAL OF AGENDA

The next order of business was to approve the Agenda for the meeting. Upon motion duly made by Mr. Piket and seconded by Mr. Dyer, the Board unanimously approved the Agenda as presented.

REVIEW OF PARNASSUS BUILDING COMPANY HANDBOOK

The next order of business was to review the Parnassus Building Company Handbook. No formal action was taken.

REVIEW OF PARNASSUS BUILDING COMPANY BYLAWS

The next order of business was to review the Parnassus Building Company Bylaws. No formal action was taken.

REVIEW OF PARNASSUS BUILDING COMPANY BYLAWS

The next order of business was the election of officers. The elected officers were as follows:

- Mr. Joe Piket, President
- Mr. Rob Dyer, Treasurer
- Ms. Laura Bottenfield, Secretary

ADJOURNMENT

The next order of business was to discuss the adjournment of the meeting. On motion made by Mr. Piket and duly seconded by Mr. Dyer, the Board of Directors unanimously approved to adjourn the meeting.

Respectfully submitted,

Ms. Laura Bottenfield, Secretary