

Board of Directors Meeting Minutes

Date: 10 April 2025

Time: 10:00 am

Location: Mercury Group Office

1. Review & Update of Corporate Mission, Vision, and Goals

- The Board reviewed the current corporate mission and vision statements.

Manufacturing Division – Mission & Vision Update

Construction Division – Mission, Vision & Goals

2. Earthquake Drill Practice at Mya Ayer Manufacturing

- Earthquake safety was highlighted as a top operational priority.
- A full drill was conducted to test staff preparedness.
- **Instructions When Alarm Rings:**
 - Stop all machinery immediately
 - Follow the “Drop, Cover, Hold” protocol
 - Evacuate via designated emergency routes after tremors stop
 - Report to the assembly point for headcount and instructions

3. Car Sticker Decision: Brand Allocation by Route

To enhance brand visibility and streamline delivery/marketing efforts through strategic car sticker placements.

4. Updated Delivery Operations & KPI Reflection

Launch pilot program for sales and distribution staff to distribute promotional leaflets or samples during deliveries.

Meeting Adjourned:

Time: 11:00 am

Next Meeting Date: 8th May 2025