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Minutes of Meeting

Date: _____

Time: _____

Location: _____

I. Type of meeting. The annual meeting of the Board of Directors for the following corporation was held at the date, time, and location defined above: _____.

II. Notice. Notice of the meeting was given to all directors as follows:

III. Quorum. A quorum was declared based on the presence of the following directors:

IV. Proxy. The following directors were represented by proxy:

V. Counsel. The following legal counsel was present:

VI. Guests. The following guests were also present:

VII. Call to Order. The following individual called the meeting to order: _____. This individual's title is as follows: President.

VIII. Recordation. The following individual recorded the meeting minutes: _____.
This individual's title is as follows: Secretary.

IX. Agenda. The agenda of the meeting was as follows:

X. Last meeting minutes. The minutes of the last meeting were read and adopted without amendment.

XI. Resolutions. It was resolved that:

a. Resolution:

XII. Adjournment. There being no further business of the meeting, the meeting was adjourned.

Signature of Director: _____

Date: _____