

CORPORATE MINUTES OF THE _____ MEETING

DIRECTORS **SHAREHOLDERS**

OF _____ [Company name]



A/An (Check one) regular annual special meeting of the (Check all applicable) Board of Directors Shareholders of the above corporation was held on _____, 20____ at _____ [Time] at (Check one)

principal place of business

_____ [Meeting room name],

_____, _____,
_____ [Address]

The purpose of this meeting:

I. Quorum

A quorum was declared present based on the presence of the following:

Directors

Name	Title



The following shareholder(s) were presented by proxy:

Name	Title	Number of shares

The following were absent:

Directors

Name	Title



Shareholders

Name	Title	Number of shares

The following corporate actions were taken, seconded, and adopted by (Check one)

the majority two-thirds majority unanimous _____%
vote of the quorum.

II. Guests

The following guests were present at the meeting:

Name	Title

III. Approval of Agenda and Minutes

The agenda for the meeting was distributed and approved.

IV. Review of Previous Minutes

The minutes of the previous meeting dated _____, 20____ were reviewed and approved.



V. Election of Chairperson

_____ was elected chairperson of the later meeting(s).

VI. Election of Secretary

_____ was elected secretary to prepare records for the later meeting(s).

VII. Election of Directors

The following individuals were elected as Directors for the terms established in the bylaws:

Name	Term

VIII. Election of Officers

The following individuals were elected as Officers:

Name	Term



IX. Reports

The following individuals gave the following reports about the meeting:

Name of Report Provider	Report Title	Report Description

Copies of reports are attached to the minutes.

X. Adoption of Documents

The attached documents listed below have been adopted by (Check one)

the majority two-thirds majority unanimous _____%
 vote of the quorum.

1. _____
2. _____
3. _____



XI. Approval of Actions

The actions and undertakings of the (Check all applicable) Board of Directors Officers Agents Employees Others: _____ of the corporation were approved with respect to (Check all applicable):

Pending agenda items from the previous meeting, specifically:

Item Name: _____

Date: _____

Involved Parties: _____

Transaction Amount: _____

Short Description: _____

Item Name: _____

Date: _____

Involved Parties: _____

Transaction Amount: _____

Short Description: _____

Transactions between the corporation and other companies, including:

Transaction Name: _____

Date: _____

Involved Parties: _____

Transaction Amount: _____

Short description: _____

Transaction Name: _____

Date: _____

Involved Parties: _____

Transaction Amount: _____

Short description: _____

Compensation paid, including:

Receiver: _____

Date: _____

Compensation Amount: _____

Compensation Type: _____



Receiver: _____

Date: _____

Compensation Amount: _____

Compensation Type: _____

Financial statements as below:

Preparer: _____

Time Period: _____

Preparer: _____

Time Period: _____

Additional approved action:

XII. Issuance of Stock

The issuance of stock was approved and could be found (Check one)

in the attached schedules.

as below:

Name of receiver: _____

Stock Type: _____

Date: _____

Number of shares: _____

Amount (\$): _____

Name of receiver: _____

Stock Type: _____

Date: _____

Number of shares: _____

Amount (\$): _____

XIII. Loan Resolution

(Check one)

Loan resolutions were approved and could be found in the attached schedules.



See the list below for the names of the people authorized to request loan advances.
All of the Officers listed below are authorized to sign all documents and take all actions to carry out this loan transaction.

Name of Lender: _____

Name of Officer Requesting Loan: _____

Date: _____

Amount (\$): _____

Name of Lender: _____

Name of Officer Requesting Loan: _____

Date: _____

Amount (\$): _____

XIV. Dividends

The payment of dividends to the shareholders was approved according to the (Check one)

attached schedules.

list below:

Shareholder Name: _____

Date: _____

Dividend Paid: _____

XV. Agenda and Time of Next Meeting

The next meeting will be held at (Check one)

principal place of business

_____ [Meeting room name],

_____, _____,

_____ [Address]

on _____, 20____ at _____ [Time].

XVI. Closing

The meeting was adjourned at _____ [End time] on _____,

20____.



Minutes submitted by:

Secretary Signature

Secretary Full Name

Approved by:

Chairperson Signature

Chairperson Full Name

