

# Annual Meeting of the Board of Directors

for

\_\_\_\_\_

The annual meeting of the board of directors named in the Articles of Incorporation or the initial resolutions of the incorporator for the above named corporation was held on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at the time of \_\_\_\_\_, and at the location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present was:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_ was requested to be the temporary Chairman of the meeting.

\_\_\_\_\_ was requested to be the temporary Secretary of the meeting.

1. The Meeting was called to order. It was determined that a quorum was present either in person or by proxy, and the meeting could conduct business.

The following directors were present:

Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person/Proxy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The Secretary determined and reported that notice of the Meeting had been properly given or waived by the director pursuant to the Bylaws of the Corporation.

3. A motion was made and carried that the Secretary was ordered to attach the documentation (if any) or the appropriate affidavit of mailing of notice or waiver of notice to the meeting minutes. If no notice is attached, all directors agreed that proper notice of the meeting had been given.

4. There was presented to the meeting a copy of the previous meeting of the board of directors.

5. Upon motion duly made, seconded, and unanimously carried, it was resolved that the the following persons were elected to serve as officers:

_____	President
_____	Vice-President
_____	Treasurer
_____	Secretary

6. Upon motion duly made, seconded, and unanimously carried, it was resolved that the hourly wages or salaries of the following officers were fixed at the following rates:

\$ _____	President
\$ _____	Vice-President
\$ _____	Treasurer
\$ _____	Secretary

7 The President presented the annual President's Report of the Corporation.

. The Treasurer presented the Treasury Report, which state that the previous taxable year had:

8 a) a gross receipts total of: \$ \_\_\_\_\_  
b) a gross profit total of: \$ \_\_\_\_\_  
. c) a net profit total of: \$ \_\_\_\_\_

Upon motion duly made, seconded, and unanimously carried, it was resolved that the Secretary would attach a copy of the President's Report and Treasury Report to the corporate minutes book.



There being no further business, upon motion made, seconded, and unanimously carried, the meeting was adjourned.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Printed Name

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name