

MINUTES OF ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF

The annual meeting of the board of directors of the above named corporation was held on:
_____ at _____

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:

Names of directors:

The following directors by proxy

2. The Secretary determined and reported that notice of the meeting had been properly given or waived by directors in accordance with the bylaws.

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 minutes of the previous meeting of the board directors.

5. Upon motion duly made, seconded and unanimously carried, it was resolved that the following persons were elected to serve as officers of the corporation until the next board of directors meeting:

_____ President
_____ Vice President
_____ Chief Executive Officer
_____ Chief Financial Officer
_____ 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
_____ Chief Executive Officer
_____ Chief Financial Officer
_____ Treasurer
_____ Secretary

7. The president presented the annual presidents report of the corporation.

8. The treasurer of the corporation presented the treasurers report, which stated that the previous taxable year had:

- 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 treasurers report to the corporate minutes book.

9. Upon motion duly made, seconded and unanimously carried, it was resolved that a dividend of \$_____ per share of common stock would be declared on the stock of the corporation. The dividend would be paid to each shareholder of record as of _____ date, and shall be paid before _____ date. The officers of the corporation are directed to take action to carry out payment of dividends.

10. The following other business was transacted:

11. The directors ratified and approved all documents presented.

There was no further business, and upon motion made, seconded, and unanimously carried, it was

RESOLVED, that all the items and documents have been examined by all directors, and are approved and adopted, and that all actions taken thus far have been ratified and approved by the directors of the Corporation.

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

Dated: _____

Secretary _____
Signature

Printed Name

Witness:

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name