

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.
8. The Treasurer presented the Treasury Report, which state 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 President's Report and Treasury 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 the date of _____, and shall be paid before the date of _____. The officers of this corporation are directed to take action to carry out the payment of the declared 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 the board of directors, and are approved and adopted, and that all the actions taken thus far have been ratified and approved by the board of directors of the corporation.

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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