

# CORPORATE MINUTES

## MINUTES OF ANNUAL MEETING OF THE BOARD OF DIRECTORS OF

[CORPORATION NAME]

A [STATE] C Corp

**Date:** Time: 10:00 a.m. local time **Place:** Principal office of the Corporation

### 1. Call to Order

The annual meeting of the Board of Directors of [CORPORATION NAME] (the "Corporation") was called to order at 10:00 a.m. local time by \*\*\*\*, acting as Chair. [NAME OF PERSON WHO RECORDED THE] acted as Secretary and recorded these minutes.

### 2. Notice

Written notice of the meeting was given on consistent with the Bylaws.

### 3. Attendance and Quorum

**Directors present:**

[DIRECTORS MANAGERS MEMBERS PRESENT ONE PER]

The Chair announced that a quorum of directors was present and the meeting was duly convened.

### 4. Approval of Prior Minutes

The minutes of the prior meeting of the Board held on were reviewed. Upon motion duly made, seconded, and unanimously adopted, the minutes were approved as presented.

### Adjournment

There being no further business, the meeting was adjourned at .

Respectfully submitted,

**Secretary**

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PRINTED NAME

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SIGNATURE

DATE

\_\_\_\_\_  
[NAME OF PERSON WHO RECORDED THE], Secretary

**Certification**

I, the undersigned **Secretary** of [CORPORATION NAME], hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Corporation duly held (or executed) on , and that the resolutions set forth therein are in full force and effect, not modified, revoked, or rescinded, as of the date of this certification.

**Secretary**

PRINTED NAME

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

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