

MINUTES OF  
ANNUAL MEETING OF STOCKHOLDERS OF

A \_\_\_\_\_ CORPORATION

The regular meeting of stockholders of \_\_\_\_\_  
for the year \_\_\_\_\_ was held on the \_\_\_\_\_ day of \_\_\_\_\_ at  
\_\_\_\_\_ a.m./p.m. at \_\_\_\_\_.

The meeting was called to order by the Chairman, \_\_\_\_\_,  
a quorum being present, Chairman \_\_\_\_\_, announced that  
the meeting was duly constituted and ready to proceed with business.

Prior minutes and resolutions of the Stockholders and Directors to date were read. It was  
duly moved, seconded and unanimously carried that the minutes and resolutions be  
approved as read.

Reports of Directors and Officers were called for. There being none, the Stockholders  
proceeded to the next item of business.

\_\_\_\_\_ was properly nominated, seconded and  
(unanimously) elected as Director of the Corporation for the coming year.

There being no unfinished business and no further business, the annual meeting of the  
Stockholders was adjourned until this time and date next year.

\_\_\_\_\_  
Secretary

MINUTES OF ANNUAL MEETING  
OF  
BOARD OF DIRECTORS OF  
CORP NAME  
A STATE CORPORATION

The annual meeting of the Board of Directors of CORP NAME, immediately following the annual meeting of Stockholders' on the DATE day of MONTH, 2014, at LOCATION.

The following were present:

NAME  
NAME  
NAME

being all of the Directors of the Corporation.

The meeting was called to order by NAME. It was moved, seconded and (unanimously) carried that NAME act as Chairman and NAME act as Secretary.

The Chairman noted that it was in order to elect Officers for the ensuing year. Upon nominations duly made and seconded, the following were (unanimously) elected Officers of the Corporation, to serve for the ensuing year or until their successors are elected and qualify:

President: NAME

Secretary: NAME

Treasurer: NAME

Upon motion duly made, seconded and (unanimously) carried all of the Resolutions adopted by the Directors in the previous year were ordered to be filed with the Secretary and attached to these minutes and are thereby made a part hereof.

There being no further business to come before the meeting, upon motion duly made, seconded and (unanimously) carried, it was adjourned.

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Secretary

Attest:

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Director