**CORPORATE MINUTES OF THE [DIRECTORS OR SHAREHOLDERS] MEETING OF [COMPANY NAME]**

**State: [STATE]**

**Background:**

1. [An **OR** A] [regular **OR** annual **OR** special] meeting of the [Board of Directors **OR** Shareholders] of the above corporation was held on [DATE], at [TIME] at [principal place of business] **OR** [MEETING ROOM NAME], [MEETING ADDRESS].

**Purpose of the Meeting**

1. The purpose of this meeting was [INSERT PURPOSE OF MEETING].

**Quorum**

1. A quorum was declared present based on the presence of the following:
	1. **Directors:**
		1. [DIRECTOR NAME AND TITLE]
		2. [DIRECTOR NAME AND TITLE]
		3. [DIRECTOR NAME AND TITLE]
		4. [DIRECTOR NAME AND TITLE]
		5. [DIRECTOR NAME AND TITLE]
		6. [DIRECTOR NAME AND TITLE]
	2. **Shareholders:**
		1. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		2. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		3. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		4. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		5. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		6. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
2. The following Shareholder(s) were presented by proxy:
	1. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
	2. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
	3. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
	4. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
	5. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
	6. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
3. The following were absent:
	1. **Directors:**
		1. [DIRECTOR NAME AND TITLE]
		2. [DIRECTOR NAME AND TITLE]
		3. [DIRECTOR NAME AND TITLE]
		4. [DIRECTOR NAME AND TITLE]
		5. [DIRECTOR NAME AND TITLE]
		6. [DIRECTOR NAME AND TITLE]
	2. **Shareholders:**
		1. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		2. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		3. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		4. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		5. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
		6. [SHAREHOLDER NAME, TITLE, NUMBER OF SHARES]
4. The following corporate actions were taken, seconded, and adopted by [the majority **OR** two-thirds majority **OR** unanimous **OR**  [PERCENTAGE%]] vote of the quorum.

**Guests**

1. The following guests were present at the meeting:
	1. [GUEST NAME AND TITLE]
	2. [GUEST NAME AND TITLE]
	3. [GUEST NAME AND TITLE]

**Approval of Agenda and Minutes**

1. The agenda for the meeting was distributed and approved.

**Review of Previous Minutes**

1. The minutes of the previous meeting dated [PREVIOUS MEETING DATE] were reviewed and approved.

**Election of Chairperson**

1. [CHAIRPERSON FULL NAME] was elected chairperson of the later meeting(s).

**Election of Secretary**

1. [SECRETARY FULL NAME] was elected Secretary of the later meeting(s).

**Election of Directors**

1. The following individuals were elected as Directors for the terms established in the bylaws:
	1. [DIRECTOR NAME AND TERM]
	2. [DIRECTOR NAME AND TERM]
	3. [DIRECTOR NAME AND TERM]
	4. [DIRECTOR NAME AND TERM]
	5. [DIRECTOR NAME AND TERM]
	6. [DIRECTOR NAME AND TERM]

**Election of Officers**

1. The following individuals were elected as Officers:
	1. [OFFICER NAME AND TERM]
	2. [OFFICER NAME AND TERM]
	3. [OFFICER NAME AND TERM]
	4. [OFFICER NAME AND TERM]
	5. [OFFICER NAME AND TERM]

**Reports**

1. The following individuals gave the following reports about the meeting:
	1. [NAME OF REPORTER, TITLE, AND REPORT DESCRIPTION]
	2. [NAME OF REPORTER, TITLE, AND REPORT DESCRIPTION]
	3. [NAME OF REPORTER, TITLE, AND REPORT DESCRIPTION]
	4. [NAME OF REPORTER, TITLE, AND REPORT DESCRIPTION]
	5. [NAME OF REPORTER, TITLE, AND REPORT DESCRIPTION]
2. Copies of reports are attached to the minutes.

**Adoption of Documents**

1. The attached documents listed below have been adopted by [the majority **OR** two-thirds majority **OR** unanimous **OR** [PERCENTAGE]%] vote of the quorum.
2. [ATTACH DOCUMENTS]
3. [ATTACH DOCUMENTS]
4. [ATTACH DOCUMENTS]

**Approval of Actions**

1. The actions and undertakings of the [INSERT ALL THAT APPLY]
	1. [Board of Directors]
	2. [Officers]
	3. [Agents]
	4. [Employees]
	5. [OTHERS]

of the corporation were approved with respect to: [INSERT ALL THAT APPLY]

1. [Pending agenda items from the previous meetings, specifically:
	* 1. Item name:
		2. Date:
		3. Involved Parties:
		4. Transaction Amount:
		5. Short Description:
	1. Transactions between the corporation and other companies, including:
		1. Transaction Name:
		2. Date:
		3. Involved Parties:
		4. Transaction Amount:
		5. Short Description:
	2. Compensation paid, including:
		1. Receiver:
		2. Date:
		3. Compensation Amount:
		4. Compensation Type:
	3. Financial statements as below:
		1. Preparer:
		2. Time Period:
	4. Additional approved action:

**Issuance of Stock**

1. The issuance of stock was approved and could be found [in the attached schedules **OR** as below:
	1. Name of receiver:
	2. Stock Type:
	3. Date:
	4. Number of Shares:
	5. Amount ($):

**Loan Resolution**

1. [INSERT ONE]
	1. [Loan resolutions were approved and could be found in the attached schedules.]
	2. [See the list below for the names of the people authorized to request loan advances.]
	3. All of the Officers listed below are authorized to sign all documents and take all actions to carry out this loan transaction.
2. Name of Lender: [NAME]
3. Name of Officer Requesting Loan: [NAME]
4. Date: [DATE]
5. Amount ($): [AMOUNT]
6. Name of Lender: [NAME]
7. Name of Officer Requesting Loan: [NAME]
8. Date: [DATE]
9. Amount ($):[AMOUNT]

**Dividends**

1. The payment of dividends to the shareholders was approved according to the [INSERT ONE]
	1. [attached schedules]
	2. [list below:
		1. Shareholder Name: [NAME]
		2. Date: [DATE]
		3. Dividend Paid: ]

**Agenda and Time of Next Meeting**

1. The next meeting will be held at [principal place of business] **OR** [MEETING ROOM NAME], [MEETING ADDRESS] on [DATE] at [TIME].

**Closing**

1. The meeting was adjourned at [END TIME] on [DATE].

SIGNATURES

Minutes submitted by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Secretary** Signature |  | **Secretary** Full Name |

Approved by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Chairperson** Signature |  | **Chairperson** Full Name |