

Minutes of Board of Directors Meeting

Pursuant to regular notice, dated _____, a meeting of the Board of Directors meeting of _____ was held at _____, _____, _____ on _____ at _____.

A quorum of directors attended, as shown by the attached roster. Proxies (if any) were examined and admitted as shown by the attached roster. The meeting was called to order by the meeting's chairman, _____.

The following motion was made by _____ and seconded by _____.

After discussion, a vote was taken, and the motion was passed.

There being no further business to come before the meeting, the same was adjourned.

Dated: _____

Secretary

Attest: President

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Review List

This review list is provided to inform you about this document in question and assist you in its preparation. This corporate formality should be kept up with and the results filed in the corporate minute book.

1. Make multiple copies. Send one to each director as well as filing it in the company's records.