

Annual Meeting of the Shareholders
for

The annual meeting of the shareholders of 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
_____ Name	_____ Address

_____ was requested to be the temporary Chairman of the meeting.

_____ was requested to be the temporary Secretary of the meeting.

The following persons were also present:

Name	Title	Person/Proxy
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 1. The Annual 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.
- 2. The Secretary announced that the meeting was held pursuant to notice, as required per the Bylaws of the Corporation, or that notice had been waived by all shareholders entitled to receive notice under the Bylaws. Copies of any certificates of mailing notice prepared by the Secretary and any written waivers signed by shareholders entitled to receive notice of this meeting were attached to these minutes by the Secretary.
- 3. The Secretary announced that an alphabetical list of the names and numbers of shares held by all the shareholders of the Corporation was available and open to inspection by any person in attendance at the meeting.

- 4. The following shareholders were present in person:

Shareholders	Shares Held

The following shareholders were present by proxy:

Shareholders	Shares Held

The Secretary attached written proxy statements, executed by the appropriate shareholders, to these minutes for any shares listed above as held by a proxyholder.

- 5. The Secretary determined and reported that notice of the Annual Meeting had been properly given or waived by the shareholders pursuant to the Bylaws of the Corporation.

6. 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 shareholders agreed that proper notice of the meeting had been given.
7. There was presented to the meeting, a copy of the minutes of the previous meeting of the shareholders.
8. In accordance with the Bylaws of the Corporation, there was an election of directors, with each shareholder stating their choices for director and the number of shares they held. Each number of shares were counted. The vote was tallied and the results were:

Shareholder	Number of Votes:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Upon motion duly made, seconded, and unanimously carried, it was resolved that the following persons were elected to serve as directors for one year or until the next shareholder meeting where directors are elected:

_____	_____
_____	_____
_____	_____
_____	_____

10. Upon motion duly made, seconded, and unanimously carried, it was resolved that the compensation of the following directors was fixed at the following rates:

11. The President presented the annual President's Report of the Corporation.
12. 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.

13. The following other business was transacted:

[illegible]

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 all shareholders, and are approved and adopted, and that all the actions taken thus far have been ratified and approved by the shareholders of the Corporation.

[Remainder of this page left intentionally blank]

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