MINUTES OF JOINT ANNUAL MEETING OF   
SHAREHOLDERS AND DIRECTORS

OF

[COMPANY NAME]

The joint annual meeting of Shareholders and Directors of [COMPANY NAME]

, a was held at [PLACE OF MEETING] on [DATE OF MEETING] at [TIME OF MEETING].

The following directors were present:

[DIRECTOR 1]

[DIRECTOR 2]

The following shareholders were present:

[SHAREHOLDER 1]

[SHAREHOLDER 2]

[CHARIMAN] presided as Chairman of the meeting.

The Chairman called the meeting to order and stated that a quorum each of Shareholders and Directors was present for the conduct of business.

The Secretary noted that all Shareholders and Directors of the corporation were present and waived notice of the meeting.

The Shareholders thereupon proceeded to the election of Directors for the following year and, upon motion duly made, seconded and unanimously carried, it was

RESOLVED that the following named persons be and the same hereby are elected as members of the Board of Directors to serve until the next annual meeting or until their successors are elected and qualify:

[DIRECTOR 1]

[DIRECTOR 2]

The Board of Directors then reviewed the financial operations of the corporation for the past year. No other business was discussed by the shareholders.

The Board of Directors then proceeded to hold an election for the Chairman of the Board of the corporation and, upon motion duly made, seconded and unanimously carried, it was

RESOLVED that [CHAIRMAN] is hereby elected to serve in the position of Chairman of the Board of the corporation and he thereafter assumed his position and chaired the balance of the meeting.

The Board of Directors then proceeded to hold an election for officers of the corporation and, upon motion duly made, seconded and unanimously carried, it was

RESOLVED, that the following officers are elected to the following described offices to serve in such capacities until their successors are elected at the next annual meeting and qualify:

President [PRESIDENT]

Vice President [VICE PRESIDENT]

Secretary [SECRETARY]

Treasurer [TREASURER]

Each of the officers so elected thereupon accepted the office to which he or she was elected as aforesaid.

The Chairman thereupon brought up the following items were brought up for discussion and ratification by the board of directors:

(See attached resolutions, if any)

Upon motion duly made by the Board, seconded and unanimously carried, it was

RESOLVED that all purchases, contracts, contributions, compensations, acts, decisions and appointments by the Board of Directors and Officers since the last meeting of the corporation to the present date, be and the same hereby are ratified and approved.

There being no further business before the meeting, it was on motion duly made, seconded and unanimously carried, adjourned.

The undersigned, being all of the directors of the corporation consent to all action taken at the foregoing meeting held on [DATE OF MEETING] and waive any notice required for said meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[DIRECTOR 1]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[DIRECTOR 2]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[CHAIRMAN]

RATIFICATION AND APPROVAL BY SHAREHOLDERS

To the extent required by the laws of the state of [STATE OF INCORPORATION] or the bylaws of the corporation, the undersigned, being all of the shareholders of the corporation and being present at the above‑referenced meeting, unanimously ratify and approve of all such actions taken by the board and hereby further ratify all previous actions taken by the directors since the last meeting.

We further waive any notice required for said meeting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[SHAREHOLDER 1]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[SHAREHOLDER 2]

I hereby certify that the foregoing is a true and accurate reflection of the events, decisions and discussions taken at the meeting.

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[SECRETARY]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date