

**MINUTES OF BOARD OF DIRECTORS MEETING**  
**OF**  
**[Company], Inc.**

A(n) \_\_\_\_\_ meeting of the board of directors of the corporation was held on [Month] [Date], 20\_\_, at [Meeting Location], at [City], [State].

Waiver of Notice was signed by all directors, and the waiver was made a part of and precedes the minutes of this meeting. The meeting was called by [Name #], [Title].

There were present, representing a quorum of the board:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

and there were absent:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

The President of the corporation acted as chairperson, and the Secretary of the corporation acted as secretary of the meeting.

The minutes of the \_\_\_\_\_ meeting held on [Month] [Date], 20\_\_, were read and approved.

On motion duly made and carried by the affirmative vote of a majority of directors present at the meeting, the following resolutions were adopted:

[insert appropriate resolutions]

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

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**[Name #2], Secretary**