

**MINUTES OF THE ANNUAL
SHAREHOLDERS' MEETING
OF
[Company], Inc.**

An annual meeting of shareholders was held on [Month] [Date], 20__, [Meeting Location] at [City], [State], for the purpose of electing the directors of the corporation and transacting all other proper business. Notice was waived by all shareholders, and the waiver was made a part of and proceeds the minutes of this meeting. The President acted as chairperson and the Secretary acted as secretary.

The call of the list of shareholders and inspection of proxies showed that there were represented at the meeting, in person or by proxy, holders of [# shares] shares, constituting a quorum. The proxies, if any, were filed with the secretary and were included with the minutes of the meeting.

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

The following were nominated and seconded as candidates for members of the board of directors for the coming year:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

After completion of nominations from the floor, the nominations were closed by the chairperson and the voice votes represented at the meeting were taken.

After a count of votes and examination of the proxies, the chairperson declared that the following were duly elected as directors to serve for the coming year, and until their successors are elected and qualified, by the affirmative vote of a majority of shares represented at the meeting:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

On motion duly made and carried by the affirmative vote of [# of shares] of the shares represented at the meeting, the following resolutions were adopted:

[insert resolutions as appropriate]

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

[Name], Secretary