

**MINUTES OF ANNUAL MEETING OF DIRECTORS
OF**

_____ (Name of Corporation)

The annual meeting of the Directors of _____ (Name of Corporation) was held on _____ (Day of Week), _____ (Date), immediately following adjournment of the annual meeting of the Shareholders of the Corporation, at the Corporation's principal office, with all of the Directors present, waiving notice of such meeting, and consenting to act on all matters properly presented to the meeting, with all of the Directors being:

_____ (Name)
_____ (Name)

The President, _____ (Name), presided, and the Secretary, _____ (Name), recorded the minutes of the meeting.

The minutes of the last meeting of the Board of Directors, held on _____ (Date), were read and approved. The Treasurer presented his/her (choose one) annual report which, on motion duly made and seconded, was accepted unanimously.

The next business to come before the meeting was the election of officers. On motion duly made, seconded, and carried unanimously, the following persons were elected to serve in the listed offices for one year and until their successors are duly elected and qualified:

<u>Name</u>	<u>Office</u>
_____	President
_____	Secretary
_____	Treasurer

The President then reported on the affairs of the Corporation for the past year and outlined in general the prospects for the forthcoming year.

There being no further business to come before the meeting, upon motion duly made, seconded, and carried unanimously, the meeting was declared adjourned.

_____ (Name), Secretary

ATTEST:

_____ (Name), President

*This is a basic form for annual Director Minutes. Other matters that may be included in the minutes concern loans made to the Corporation, issuance or sale of stock, and officer salaries.