

[INSERT CORPORATION NAME]
Annual Meeting of Directors
[Insert Date]
Minutes

The Annual Meeting of Directors of [Insert Corporation Name] ("Corporation") was held on [Insert Date], at [Insert Address], California, at [insert time a.m. or p.m.]. [Insert President/Chair of the Board's name], President/Chair of the Board of the Corporation, acted as chair and presided over the meeting, and [Insert Secretary's name], Secretary of the Corporation, acted as the secretary of the meeting.

Notice

[If notice given, insert the following:]

The meeting was held pursuant to written notice, given to all Directors of the Corporation. A copy of the notice was directed to be inserted in the minute book immediately preceding the minutes of this meeting.

[If no notice given because it was not required, insert the following:]

No notice was given [in accordance with the bylaws or because the meeting was fixed by board resolution].

[If no notice given because of waiver, insert either of the following:]

Notice was waived by the attendance in person of all Directors without objection to the holding of this regular annual meeting.

[OR]

The signed waiver(s) of notice are attached to these minutes.

Attendance and Quorum

The following Directors were present at the meeting:

[Insert list of names]

The following Directors were absent from the meeting:

[Insert list of names]

The following guests were present at the meeting:

[Insert list of names]

A quorum of the Directors was present and the Chair called the meeting to order.

Approval of Prior Minutes

The Secretary then distributed the minutes of the previous Annual Meeting of Directors, held on [insert date of prior meeting], and, upon motion duly made and seconded, it was unanimously

RESOLVED, that the minutes of the Annual Meeting of the Directors of the Corporation held on [insert date of prior meeting], are hereby adopted and approved.

Nomination and Election of Officers

The Directors elected the following individuals as Officers of the Corporation:
[Insert names and titles of officers elected]

Other Actions or Proposals

It is RESOLVED that

New Business Discussion

[Insert general discussion notes.]

Next Annual Meeting

It is RESOLVED that the next Annual Meeting of Directors will be held at [insert address], California on [insert date] at [insert time a.m. or p.m.]

Adjournment

There being no further business to come before the meeting, the President/Chair ordered the meeting adjourned.

Dated: _____

[Insert Secretary's name]
Secretary