

**[INSERT CORPORATION NAME]  
Annual Meeting of Shareholders  
[Insert Date]  
Minutes**

The Annual Meeting of Shareholders of [Insert Corporation Name] ("Corporation") was held on [Insert Date], at [Insert Address], California, at [insert time a.m. or p.m.]. [Insert Chair/President's name], Chair/President 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 Shareholders 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 the following:]

The signed [waiver(s) of notice to holding this meeting] are attached to these minutes.

OR

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

**Attendance and Quorum**

The Secretary reported that the following Shareholders were present at the meeting in person:

[Insert list of names and number of shares owned]

The Secretary reported that of the \_\_\_\_ shares outstanding and entitled to vote on the record date for the meeting, \_\_\_\_ shares were represented in person or by proxy.

Also present were the following persons:

[Insert list of names and titles]

A quorum of the Shareholders 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 Shareholders, 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 Shareholders of the Corporation held on [insert date of prior meeting], are hereby adopted and approved.

**Nomination and Election of Directors**

The Shareholders ELECTED the following individuals to the Board of Directors:

[Insert names of directors 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 Shareholders 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 chair ordered the meeting adjourned.

Dated: \_\_\_\_\_

\_\_\_\_\_  
[Insert Secretary's name]  
Secretary