

**MINUTES OF THE ANNUAL MEETING  
OF SHAREHOLDERS  
OF**

\_\_\_\_\_  
(Corporation Name)

The annual meeting of the shareholders of the above named corporation was held on

\_\_\_\_\_ at \_\_\_\_\_ am/pm  
(Day of week) (Month) (Day) (Year) (Time)

at \_\_\_\_\_  
(Location address, city and state)

Shareholders, directors, officers present were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business items discussed were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Officers salary for the up-coming Corporation year will be \$\_\_\_\_\_

All employee business expenses will be reimbursed to them by the Corporation, when a proper list of expenses is submitted.

The meeting adjourned at \_\_\_\_\_ am/pm.  
(Time)

Corporation year is:

\_\_\_\_\_ To \_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

\_\_\_\_\_  
(Corporation Secretary)

\_\_\_\_\_  
(Date)

**Form 1: Please provide a copy to Burr Business Service.**