

**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.