*[Name of corporation]*
MINUTES OF MEETING OF BOARD OF DIRECTORS

*[Date]*

A meeting of the board of directors of *[name of corporation]* was held at *[time][a.m. / p.m.]* on *[date]*, at the corporate office. All members of the board, consisting of *[name(s)]*, were present. The following actions were taken:

1. The minutes of the board meeting held on *[date]*, were unanimously approved.
2. The directors elected the following persons to serve as officers of the corporation until further action of the directors:

*[names and offices]*
3. *[Edit:]*The president reported on new business and current operations. The vice president—finance reviewed the annual financial statements and budget projections for the next fiscal year. The financial statements are attached.
4. *[Edit:]*The directors awarded the following bonuses for outstanding performance during the past fiscal year:

*[names and amounts]*
5. *[Edit:]*The directors set the annual salaries of the officers, effective from the beginning of the fiscal year until further action by the directors, as follows:

*[names and salaries]*

All business of the meeting was concluded and the meeting adjourned at *[time][a.m. / p.m.]*

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| /s/                 *[Typed name]*, Secretary |