*[Name of corporation]*
MINUTES OF ANNUAL MEETING OF SHAREHOLDERS

*[Date]*

The annual meeting of the shareholders of *[name of corporation]* was held at *[time][a.m. / p.m.]* on *[date]*, at the corporate office. Notice was given to shareholders, a copy of which is attached. Of the *[number]* shares issued and outstanding and entitled to vote, *[number]* shares were present in person or by proxy. A quorum was present.

The following shareholders were present in person:

*[List shareholders.]*

The following shareholders were present by proxy:

*[List shareholders.]*

The following actions were taken:

*[Edit list as necessary:]*

1. The minutes of the annual shareholders meeting held on *[date]*, were unanimously approved.
2. The following persons were elected to serve as directors until the next annual shareholders meeting or until their successors are elected and take office: *[names]*.
3. The president reported on significant developments in the litigation between the corporation and *[name of corporation]*. A copy of *[his / her]* report is attached.
4. The vice president—finance reviewed the annual financial report given to the shareholders. A copy of the financial report is attached.
5. The president presented a written report of the major corporate transactions for the preceding fiscal year and certain transactions with interested officers and directors. After a review and discussion, the shareholders ratified the actions of the officers and directors covered in the report. A copy of the president’s report is attached.

The meeting adjourned at *[time][a.m. / p.m.]*

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