[*Name of company*]

A MichiganLiability Company

**Annual Meeting of Members and Manager**

At {time} on {date}, the annual meeting of the members and managers of {Name of Company}, was held at the company’s office.

Notice was waived by members, as noted separately. All members entitled to vote and all managers were present in person thereby equaling a full quorum. Member and Manager {Name of Person} was appointed as Chairperson for purposes of this annual meeting.

The following members was present in person:

{Name of Person}

{Name of 2nd Person}

1) The Managers of the Company {Name of Person} and {Name of 2nd Person}, discussed the past year’s operation and growth to date.

2) The members unanimously approved the actions of the Chairperson. The members approved and ratified this and all actions taken by the Chairperson.

3) The members set the annual salaries and bonuses of the managers and officers, effective from the beginning of the fiscal year, until further action.

The meeting concluded at {time}

Dated: {Date}

Name of Person, Recording Secretary

Waiver of Notice and Consent to Annual Meeting

The undersigned, being all the members and managers of {Name of company},

hereby waive notice of the annual meeting of members and managers and consent to the holding of said meeting on {date}.

**MEMBERS AND MANAGERS:**

Name of Person {Name of 2nd Person}