MEETING MINUTES

Name of the organization: _____ (the "Organization"), a _____ (state of formation) (check one): [ ] corporation [ ] limited liability company [ ] nonprofit corporation [ ] other: _____.

Meeting of (check one): [ ] the board of directors [ ] the shareholders [ ] the members [ ] the managers [ ] the following committee: _____ (the "Body").

Type of meeting (check one): [ ] regular [ ] special [ ] annual. Date: _____. Held (check one): [ ] in person at _____ [ ] by phone or video [ ] in person, with some joining by phone or video.

1. CALL TO ORDER

_____ called the meeting to order at _____ and presided as chair. _____ acted as secretary of the meeting and recorded these minutes. The meeting was called by _____ (if a special meeting). Purpose stated in the call: _____.

2. NOTICE

(Check one) [ ] Notice of the time and place of the meeting was given on _____ to each person entitled to it, in the manner required by the Organization's bylaws or operating agreement. [ ] Each person entitled to notice waived it, in a signed waiver filed with these minutes or by attending without objecting at the start to the lack of notice. [ ] The meeting was a regular meeting held at a time and place fixed in advance, so no separate notice was required.

3. ATTENDANCE AND QUORUM

Present in person: _____

Present by phone or video: _____

Represented by proxy (shareholder or member meetings): _____

Absent: _____

Others attending without a vote: _____

[ ] Each person who attended by phone or video took part through a connection that allowed everyone at the meeting to hear one another at the same time.

Number present: _____, out of _____ entitled to vote (or votes entitled to be cast). The chair announced that a quorum [ ] was present and the meeting proceeded to business [ ] was not present, so no action requiring a vote was taken.

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4. APPROVAL OF PRIOR MINUTES

The minutes of the meeting held on _____ were reviewed and [ ] approved as presented [ ] approved with these corrections: _____.

5. MATTERS CONSIDERED

1. Topic: _____. Discussion: _____. Motion: _____ moved, seconded by _____, that _____. Result: [ ] carried unanimously [ ] carried [ ] failed, with _____ in favor, _____ opposed and _____ abstaining [ ] tabled without a vote. Votes recorded by name: _____.

2. Topic: _____. Discussion: _____. Motion: _____ moved, seconded by _____, that _____. Result: [ ] carried unanimously [ ] carried [ ] failed, with _____ in favor, _____ opposed and _____ abstaining [ ] tabled without a vote. Votes recorded by name: _____.

3. Topic: _____. Discussion: _____. Motion: _____ moved, seconded by _____, that _____. Result: [ ] carried unanimously [ ] carried [ ] failed, with _____ in favor, _____ opposed and _____ abstaining [ ] tabled without a vote. Votes recorded by name: _____.

6. OTHER BUSINESS

_____

Documents presented at the meeting and filed with these minutes: _____.

7. ADJOURNMENT

There being no further business, the meeting was adjourned at _____. The next meeting is scheduled for _____.

The secretary of the meeting submits these minutes as an accurate record of its proceedings.

SIGNATURES

Secretary

Signature: _____ Date: _____

Printed Name: _____

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Chair (optional)

Signature: _____ Date: _____

Printed Name: _____

APPROVAL OF MINUTES

Approved by the Body on _____.

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