

Annual Meeting Minutes

Company Name: _____

The annual meeting was held at _____
on _____ .
Date of meeting Location and address of meeting

Shareholders in attendance: _____

Others in Attendance: _____

Facilitator: _____
Secretary

Meeting called to order at _____ by _____ .
Start time President

Minutes of the previous meeting were read by _____ and approved.
Secretary

1st order of business – Election of Officers

Motion was made by _____ to elect the following officers for the next term as defined in the operating agreement / by-laws and noted below. Motion seconded by _____ and carried.

President –
Secretary – *with Diane M Hagerty, EA*
Treasurer –

2nd order of business -

There being no further business, a motion was made by _____ to adjourn at _____
End time Seconded by _____ and carried.

Respectfully submitted,

Signature of Secretary