

MEETING MINUTES

<u>COMPANY:</u>	
<u>DATE & TIME:</u>	
<u>LOCATION:</u>	
<u>MEMBERSHIP:</u>	<i>[list each member and the percentage of ownership or number of shares]</i>
<u>PRESENT:</u>	<i>[list all persons present at the meeting]</i>
<u>MINUTES:</u>	<p>Meeting was called to order. All members were present. <i>[if all members are not present, state whether a quorum was present – cannot hold meeting without a quorum]</i></p> <p>Elected _____ to serve as _____ until the next annual meeting. <i>[list all officers, managers, directors elected]</i></p> <p>Reviewed profit and loss statements for 2012.</p> <p>Reviewed forecast for 2013 anticipating _____ sales compared to 2012.</p> <p>Reviewed filings with the state of _____ and <i>[authorized new filing or determined that the filings are correct, up to date and no new filings are necessary]</i></p> <p>Reviewed outstanding litigation. <i>[if any]</i></p> <p><i>[make note of any other major decisions or important discussions]</i></p> <p>Meeting Closed</p>

Printed Name: _____

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