

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

### Minutes of Meeting

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**I. Type of meeting.** The annual meeting of the Board of Directors for the following corporation was held at the date, time, and location defined above: \_\_\_\_\_.

**II. Notice.** Notice of the meeting was given to all directors as follows:

\_\_\_\_\_

**III. Quorum.** A quorum was declared based on the presence of the following directors:

\_\_\_\_\_

**IV. Proxy.** The following directors were represented by proxy:

\_\_\_\_\_

**V. Counsel.** The following legal counsel was present:

\_\_\_\_\_

**VI. Guests.** The following guests were also present:

\_\_\_\_\_

**VII. Call to Order.** The following individual called the meeting to order: \_\_\_\_\_. This individual's title is as follows: President.

**VIII. Recordation.** The following individual recorded the meeting minutes: \_\_\_\_\_.  
This individual's title is as follows: Secretary.

**IX. Agenda.** The agenda of the meeting was as follows:

\_\_\_\_\_

**X. Last meeting minutes.** The minutes of the last meeting were read and adopted without amendment.

**XI. Resolutions.** It was resolved that:

*a. Resolution:*

\_\_\_\_\_

**XII. Adjournment.** There being no further business of the meeting, the meeting was adjourned.

Signature of Director: \_\_\_\_\_

Date: \_\_\_\_\_