

The following persons were also present at the meeting:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The secretary announced that the minutes of the _____ ["special," "annual," or "regular" directors'] _____ meeting held on _____ [date of meeting] _____

had been distributed prior to

were distributed at

were read at

the meeting. After discussion, a vote was taken and the minutes of the meeting were approved by the directors in attendance.

The following reports were presented at the meeting by the following persons:

Name	Report
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The chairperson announced that the next item of business was the appointment of the officers and of standing committee members of the corporation to another _____ ["one-year" or other term] _____ term of office. After discussion, the following persons were



appointed to serve in the following capacities as officers or committee members or in other roles in the service of the corporation for the upcoming year:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The next item of business was the determination of compensation or fringe benefits to be paid or awarded for services rendered the corporation by employees and staff. After discussion, the following employee compensation amounts were approved by the board to be paid for the upcoming fiscal year to the following employees of the corporation:

Name	Type and Amount of Compensation or Benefit
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

On motion duly made and carried by the affirmative vote of _____ ["a majority of" *or other vote requirement*] _____ directors in attendance at the meeting, the following resolutions were adopted by directors entitled to vote at the meeting:

There being no further business to come before the meeting, it was adjourned on motion duly made and carried.

_____, Secretary

SAMPLE

