

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
_____ CORPORATION

Held on _____ at _____.

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Attendance:

PROCEEDINGS OF THE MEETING

Call to Order

The meeting was called to order by the Chairman, _____ who thereafter presided. _____, Corporate Secretary, recorded the minutes.

Quorum

The Corporate Secretary certified that majority of the Directors were present, and that there was a quorum for the transaction of corporate business.

Approval of Minutes of the Previous Meeting

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On motion duly made and seconded, the Board approved the minutes of the Board meeting held on _____, as recorded.

Management Report

The President rendered his report x x x x x

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(Other agenda items)

Other Matters

Adjournment

There being no further business to transact, the meeting was, on motion duly seconded adjourned.

Corporate Secretary

ATTEST:

Chairman

Director

Director

Director