

**MINUTES  
OF THE MEETING OF THE BOARD OF DIRECTORS OF**  
\_\_\_\_\_  
**(the "Corporation")**

**Meeting Date, Time and Place:** \_\_\_\_\_, 20\_\_ – \_\_\_\_\_ .M. –  
\_\_\_\_\_, \_\_\_\_\_, Arizona (or other state).

**Notice was given: By e-mail/mail/other** \_\_\_\_\_

**Will notice be waived by having all directors sign the minutes?**     YES     NO

**If "NO," indicate how proper notice was given:**

- Email**
- Mail**
- Announcement at prior meeting**
- Other**

**Attendance:**

<b>Name</b>	<b>Office</b>	<b>Term Began</b>	<b>Term Ends</b>	<b>Present*</b>	<b>Absent</b>

**\*Note: May be present by telephone, zoom or in person**

**Required Annual Filings:**

Annual Report was filed with the Arizona Corporation Commission on \_\_\_\_\_. The next report is required to be filed with the Arizona Corporation commission *not later than* \_\_\_\_\_.

**Quorum:** (Check one:)

\_\_\_ The presence of a quorum (i.e., a majority of the \_\_\_ directors in compliance with bylaws section \_\_\_ ) was confirmed, in that \_\_\_ of the total number of \_\_\_ Directors were present; or.

\_\_\_ Since less than a "majority" of the \_\_\_ Directors were present, the required quorum did not exist in compliance with bylaws section \_\_\_. Therefore, all actions taken at the meeting were ratified by unanimous consent by having all of the Directors sign these minutes – or by signing a Unanimous Consent Resolution.

**Notice:**

\_\_\_ The notice requirement of section \_\_\_ of the Bylaws for providing notice of the meeting was met by written notice delivered to each Director by a permitted method on \_\_\_\_\_, 20\_\_ or notice requirement was waived by all Directors having either attended the meeting (unless attending for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened), or waiving notice (as indicated by the Director signing these minutes or otherwise).

**Guests:** Also present for all or part of the meeting:

\_\_\_\_\_ **[name and title]**  
\_\_\_\_\_ **[name and title]**

**Call to Order:** The meeting was called to order at \_\_\_\_\_ A/P. M. and opened with prayer.

**Unanimous Approval:** Unless otherwise indicated, all actions were appropriately seconded and unanimously approved. If the vote was less than unanimous, then a majority consisting of at least 50% of the quorum of Directors present was obtained for approval.

**Old Business:**

1. Approval of Minutes of Last Meeting:

\_\_\_\_\_ presented minutes from \_\_\_\_\_ [date] for review and approval. After discussion concerning \_\_\_\_\_ the minutes were approved.

2. Past Acts of the Officers, Directors, and Agents of the Corporation:

It is RESOLVED that past acts of the officers, Directors, and agents taken on behalf of the Corporation since the last meeting of the board are hereby approved and ratified as an act of the Corporation.

3. Financials. \_\_\_\_\_ presented \_\_\_\_\_. (See attachment A.)

A discussion ensued resulting in a request for \_\_\_\_\_.

**ACTION:** \_\_\_\_\_.

**General Business**

1. Finance - \_\_\_\_\_ presented \_\_\_\_\_. (See attachment A.)

A discussion ensued resulting in a request for \_\_\_\_\_.

**ACTION:** \_\_\_\_\_.

2. Operations - \_\_\_\_\_ presented \_\_\_\_\_. (See attachment A.)

A discussion ensued resulting in a request for \_\_\_\_\_.

**ACTION:** \_\_\_\_\_.

**New Business:**

1. \_\_\_\_\_

**ACTION:** \_\_\_\_\_

The meeting adjourned at \_\_\_\_\_ .M.

\_\_\_\_\_  
Secretary

**By signing below each of the undersigned hereby waive the requirement of notice, ratify all actions taken and approve these minutes.**

_____ <b>Date:</b> _____ [insert name] Director	_____ <b>Date:</b> _____ [insert name] Director
_____ <b>Date:</b> _____ [insert name] Director	_____ <b>Date:</b> _____ [insert name] Director
_____ <b>Date:</b> _____ [insert name] Director	_____ <b>Date:</b> _____ [insert name] Director