

Annual Board of Directors Meeting Checklist

The following information should be covered and documented in the minutes of the annual board of directors meeting:

<input type="checkbox"/> Name of corporation
<input type="checkbox"/> Date and time of meeting
<input type="checkbox"/> Location of meeting
<input type="checkbox"/> Notification of meeting
<input type="checkbox"/> Notices sent or waivers filed
<input type="checkbox"/> Officers present at meeting
<input type="checkbox"/> Others present at meeting
<input type="checkbox"/> Officers presiding over meeting
<input type="checkbox"/> Calling of meeting to order and quorum present

Annual Matters

<input type="checkbox"/> Date last state corporate tax return filed
<input type="checkbox"/> Date last federal corporate tax return filed
<input type="checkbox"/> Date last state annual report filed
<input type="checkbox"/> Date any other required reports/returns filed
<input type="checkbox"/> Date of last financial statement
<input type="checkbox"/> Review current employment agreements
<input type="checkbox"/> Review current insurance coverage

Review stock transfer ledger

Review current financial statement

Review current year-to-date income and expenses

Review current salaries

Review current pension/profit-sharing plans

Review other employee fringe benefit plans

Review accounts receivable

Determine if collection procedures are warranted

Review status of any outstanding loans

Ascertain net profit

Determine if a stock dividend should be declared

Discuss any major items requiring board action

Election and salaries of officers

Major purchases or leases (real estate or personal property)

Lawsuits

Loans

Other business

Adjournment of meeting

Date and secretary signature on minutes