

First Board of Directors Meeting Checklist

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

<input type="checkbox"/> Name of corporation
<input type="checkbox"/> Date of meeting
<input type="checkbox"/> Location of meeting
<input type="checkbox"/> Officers present at meeting
<input type="checkbox"/> Others present at meeting
<input type="checkbox"/> Name of temporary chairperson presiding over meeting
<input type="checkbox"/> Name of temporary secretary acting at meeting
<input type="checkbox"/> Calling of meeting to order and quorum present
<input type="checkbox"/> Proper notification of meeting
<input type="checkbox"/> Notices sent or waivers filed
<input type="checkbox"/> Articles of Incorporation filed with state
<input type="checkbox"/> Date of filing
<input type="checkbox"/> Effective date of incorporation
<input type="checkbox"/> Approve and ratify any acts of incorporators taken on behalf of corporation prior to effective date of incorporation
<input type="checkbox"/> Elect officers of corporation

Decide on annual salaries of officers

Direct that any organizational expenses be reimbursed to incorporators

Authorize opening of corporate bank account

Approve corporate seal, stock certificate, and stock transfer book

Approve corporate bylaws

Approve issuance of stock in exchange for transfers of property or money

Designate fiscal year dates

Designate accounting basis (cash or accrual basis)

Document any other necessary business

Adjournment of meeting

Date and secretary signature on minutes