

Annual Shareholders Meeting Checklist

The following information should be covered and documented in the minutes of the annual shareholders meetings:

<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"/> Calling of meeting to order and quorum present
<input type="checkbox"/> Shareholders present at meeting
<input type="checkbox"/> Shareholders represented by proxy at meeting
<input type="checkbox"/> Name of president acting at meeting
<input type="checkbox"/> Name of secretary acting at meeting
<input type="checkbox"/> Name of chairperson elected to preside over meeting
<input type="checkbox"/> Proper notification of meeting
<input type="checkbox"/> Notices sent and affidavit filed/or waivers filed
<input type="checkbox"/> Reading of minutes of previous shareholders meeting
<input type="checkbox"/> Approval of minutes of previous shareholders meeting

Reading and approval of President's Report and direction that it be attached to minutes

Reading and approval of Treasurer's Report and direction that it be attached to minutes

Nomination of persons to serve as directors

Election of directors

Any other business

Meeting adjournment

Dating and signing of minutes by secretary