

## Annual Members Meeting Checklist

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

<input type="checkbox"/> Name of limited liability company
<input type="checkbox"/> Date of meeting
<input type="checkbox"/> Location of meeting
<input type="checkbox"/> Members 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 presiding over meeting
<input type="checkbox"/> Calling of meeting to order and determination of quorum present
<input type="checkbox"/> Distribution and approval of minutes of previous meeting
<input type="checkbox"/> Presentation of Annual Financial Report
<input type="checkbox"/> Election of managers of limited liability company
<input type="checkbox"/> Decision on annual salaries of managers
<input type="checkbox"/> Other business (see next page for possible business discussions)
<input type="checkbox"/> Adjournment of meeting
<input type="checkbox"/> Dating and signing of minutes by secretary

## Other Possible Business Discussions

Date last state and Federal Tax returns filed

Date last state annual report filed

Date any other required reports/returns filed

Date of last Financial Statement

Review current employment agreements

Review current insurance coverage

Review current Financial Statement

Review current year-to-date income and expenses

Review current salaries

Review current pension/profitsharing plans

Review accounts receivable

Determination of necessity of collection procedures

Review status of any outstanding loans

Ascertainment of net profit

Discussion of any major items requiring member action

Major purchases or leases (real estate or personal property)

Lawsuits

Loans