

First Members Meeting Checklist

The following information should be covered and documented in the minutes of the first 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 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 determination of quorum present
<input type="checkbox"/> Articles of Organization filed with state
<input type="checkbox"/> Date of filing of Articles of Organization
<input type="checkbox"/> Effective date of organization of limited liability company
<input type="checkbox"/> Approval and ratification of any acts of organizers taken on behalf of limited liability company prior to effective date of organization of limited liability company
<input type="checkbox"/> Election of managers of limited liability company
<input type="checkbox"/> Decisions on annual salaries of managers
<input type="checkbox"/> Direction that any organizational expenses be reimbursed to organizers

Authorization to open company bank account

Approval of Operating Agreement

Contributions of members

Designation of fiscal year dates

Designation of accounting basis (cash or accrual)

Documentation of any other necessary business

Adjournment of meeting

Dating and signing of minutes by secretary