

200__ ANNUAL MEETING CHECKLIST
YEAR END DATE: 12/31 or ____/____

Date, time and place of: (Action by unanimous consent will be used unless marked below)

Annual Shareholders Meeting: ____/____/____ Directors Meeting: ____/____/____

Persons Present at meetings: (not required for action by unanimous consent)

Corporation fiscal year ends: _____

Names of officers:

President: _____

Vice President _____

Secretary: _____

Treasurer: _____

Assistant Secretary _____

Names of Directors:

Names of Shareholders:

Was there an increase or decrease in the number of Directors? If so, please explain, giving the effective date of such change. _____

Were salary changes for Officers made during the past fiscal year? If so, please furnish names, salaries and effective dates. _____

Were interim bonuses paid to any Directors or Officers? If so, please furnish names, amounts and dates when paid. _____

Were there any extraordinary events or transactions during your last fiscal year? If so, please explain. _____

Was it necessary to call a special meeting during your last fiscal year? (i.e. resignation of directors, major capital expenditure) If so, please explain. _____

Is there anything else, not included in the above, which you feel should be included in your corporate minutes/action? _____
