

COMPLETE ALL THE FOLLOWING DOCUMENTS THAT WILL APPLY TO YOUR ANNUAL RECORD OF MEETINGS

Video Overview

1. BOARD OF DIRECTOR'S RESOLUTION SETTING RECORD DATE

This form is to be used as the Board of Directors should set a record date i.e, the date upon which a person must be a shareholder if he or she is to have the right to vote. (Person acquiring shares after the record date may not vote at the meeting unless they obtain a proxy from the person who sold the shares to them).

2. AUTHORIZATION (PROXY) TO VOTE SHARES

To be used in the event that a stockholder is unable to attend the shareholders meeting and wished to authorize someone else to vote his/her shares in the corporation.

3. WAIVER OF NOTICE OF ANNUAL MEETING SHAREHOLDERS

To be used in the event that ALL the shareholders agree and may waive a notice of time and place of the Annual Meeting of the Shareholders

4. MINUTES OF ANNUAL SHAREHOLDER'S MEETING

To be completed annually and held for your records as a corporation.

5. WAIVER OF NOTICE OF ANNUAL BOARD OF DIRECTORS' MEETING

To be used in the event that the Board of Directors may waive a notice of time and place for the Annual Board of Directors's Meeting.

6. MINUTES OF ANNUAL MEETING OF BOARD OF DIRECTORS

To be completed annually and held for your records as a corporation.

THE COMPLETION OF THE ABOVE RECORDS ARE EXTREMELY IMPORTANT AS THEY ARE THE ANNUAL RECORDS THAT DISTINGUISH YOU AS A WORKING CORPORATION!

INSERT ALL COMPLETED DOCUMENTS INTO YOUR CORPORATE RECORD BOOK

THESE MINUTES ARE FOR YOUR RECORDS!
DO NOT SEND THEM BACK!!

BOARD OF DIRECTORS' RESOLUTION SETTING RECORD DATE

Upon a duly made and seconded motion, a majority of the directors of the Board of Directors of

_____ Corporation voted to adopt the following resolution:

RESOLVED, that the record date for determining the identity of those shareholders who will be entitled

to vote at the meeting of shareholders that has been called for the _____ day of

_____, 20____, shall be close of business of the _____ day of
(Month)

_____, 20____.
(Month)

The undersigned, _____, certifies that I am a duly
(Name of Secretary)
appointed Secretary of _____ Corporation and that the above is a true and correct
copy of a resolution duly adopted at a meeting of the directors thereof, convened and held in
accordance with law and the Bylaws of said Corporation on _____,
(Day, Month)
200____, and that such resolution is now in full force and effect.

IN WITNESS THEREOF, I have affixed my name as Secretary of _____
Corporation and have attached the seal of _____ Corporation to this resolution.

Secretary (signature)

Dated: _____, 20____.

AUTHORIZATION (PROXY) TO VOTE SHARES

Date: _____, 20____.
(Day, Month)

The undersigned, the record owner of _____ Corporation's Share Certificate

No. _____, representing _____ shares of stock in the _____
(No. on Certificate) (Number of Shares)

Corporation, authorizes _____ to vote the aforementioned shares at the
(Person authorized to vote your shares)

following time, date and location:

Time: _____

Date: _____, 20____

Address: _____

By virtue of this proxy, _____ shall have the right to vote
(Name of Person you are Authorizing)

for the election of directors and on any other business that may be raised properly at the meeting.

Signature (Stockholder)

WAIVER OF NOTICE OF ANNUAL MEETING SHAREHOLDERS OF

We, the undersigned, constituting all of the shareholders of the above named Corporation, do hereby waive notice of the time and place of the Annual Meeting of Shareholders, and of any adjournment or adjournments thereof, and consent that the meeting to be held at:

Date: _____

Time: _____

Suite: _____

Street: _____

City and State: _____

We do further agree and consent to the transaction of any business which may properly be brought before such meeting.

Dated: _____, 20____.

Shareholder (Print name and sign)

Shareholder (Print name and sign)

Shareholder (Print name and sign)

Shareholder (Print name and sign)

Shareholder (Print name and sign)

MINUTES OF ANNUAL SHAREHOLDERS' MEETING

The annual meeting of shareholders of _____ for the year ending 20____ was held at the following time and date and at the following location:

Date: _____

Time: _____

Place: _____

The President of the Corporation, who also served as Chairperson of the meeting, called the meeting to order, and the Secretary submitted a copy of the notice of the meeting that was mailed to all shareholders of record on _____, 20____, and a waiver of notice was mailed, (Day/Month Notice of Meeting was Mailed) postage prepaid to each shareholder of record as of the close of business on _____ 20____, at the (Day/Month Close of Business) address shown for each shareholder on the _____ Corporation's records. The Secretary was then directed to file the copy of the notice of the meeting with the minutes of the meeting. The Secretary was also directed to keep the record of the meeting.

The Secretary then reported that the following shareholders were present in person or were represented by proxy (proxies representing a shareholder are parenthetically identified in the list that follows):

Names	Number of Shares
_____	_____
_____	_____
_____	_____

and that the shareholders who were present in person or by proxy constituted both a quorum and a majority of all outstanding shares entitled to vote at the meeting.

The Secretary was then directed to file all proxies with the minutes of the meeting. The shareholder records of the Corporation were produced and remained open and available for inspection throughout the entire course of the meeting.

The Secretary read the minutes of the last meeting of shareholders; those minutes were approved as read by the shareholders in attendance after a duly made and seconded motion.

The President then announced that the next item of business to come before the meeting was the election of a Board of Directors to serve for the ensuing year.

The Secretary stated that the resignations of the following persons as Directors of the Corporation had been presented:

(Name of Resigning Director)

(Name of Resigning Director)

(Name of Resigning Director)

Upon motion duly made and seconded, the following resolution was unanimously adopted: _____

(Print by name/description any Resolution(s) adopted at Shareholder's Meeting)(Example: Amending Art. Of Organization)

RESOLVED, that the resignations of each of the forenamed persons be and is hereby accepted, effective immediately.

The Chairperson stated that the following Directors of the Corporation were designated by the management for re-election, and upon motion duly made and seconded, they were nominated to serve as Directors of the Corporation until the next Annual Meeting of the Shareholders of the Corporation and until their successors are elected and qualify:

(Name of Director Nominated)

(Name of Director Nominated)

(Name of Director Nominated)

(Name of Director Nominated)

(Name of Director Nominated)

(Name of Director Nominated)

The President then asked if there was any further old or new business any person in attendance wished to bring before the meeting. Whereupon no further business came before the meeting, and upon a duly made, seconded and carried motion, the meeting was adjourned.

Secretary (signature)

Shareholders:

(Print Name of Shareholder)

(Signature of Shareholder)

(Print Name of Shareholder)

(Signature of Shareholder)

(Print Name of Shareholder)

(Signature of Shareholder)

WAIVER OF NOTICE OF ANNUAL BOARD OF DIRECTORS' MEETING

Dated: _____, 20____
(Day, Month)

The undersigned, each a member of the Board of Directors of the _____
Corporation, hereby waive notice of and consent to the holding of the meeting of the Board of Directors
of the Corporation scheduled to be held at _____ o'clock _____m., on the _____ day of
(Time) (am/pm)

_____, 20____, at the offices of the Corporation located at
(Month)

_____ in the City of _____,
(Street Address of Corporation or where Meeting is to be Held) (Name of City)

and hereby agree that any lawful business may be transacted at the meeting.

(Signature of Director)

(Signature of Director)

(Signature of Director)

(Signature of Director)

MINUTES OF ANNUAL MEETING OF BOARD OF DIRECTORS OF

The Annual meeting of the Board of Directors of the above named Corporation was held at:

Date: _____

Time: _____

Place: _____

The following Directors were present and constituted a quorum:

(Names of Director Present)

(Name of Director Present)

(Names of Director Present)

(Names of Director Present)

(Names of Director Present)

(Name of Director Present)

The meeting was called to order by _____.
(Name of Person Calling Meeting to Order)

Upon motion duly made and seconded that _____ was elected as
(Name of Person Elected Chairperson)

Chairperson and _____ was elected as Secretary.
(Name of Person Elected Secretary)

The Secretary presented and read a waiver of the time, place and purpose of the meeting, signed by all the directors, which was ordered filed.

The Secretary read the minutes of the preceding meeting of the Board of Directors, held on

_____, 20____, which was then adopted.
(Day & Month)

The President of the Corporation reported on the business and affairs of the Corporation generally.

The Treasurer of the Corporation reported on the financial affairs of the Corporation.

The Secretary of the Corporation then presented his/her report.

The Secretary of the Corporation stated that resignations of the following persons as officers of the Corporation had been presented:

(Name of Individual)

(Title)

(Name of Individual)

(Title)

(Name of Individual)

(Title)

One resolution duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the resignation of the forenamed persons as officers of the Corporation be accepted, effective immediately.

The Chairperson stated that the following persons were designated by management to serve as officers of the Corporation for the ensuing year and until their successors are elected and qualify:

President: _____
(Name of President)

Vice President: _____
(Name of Vice-President)

Treasurer: _____
(Name of Treasurer)

Secretary: _____
(Name of Secretary)

Upon a motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that each of the forenamed persons be and are hereby elected to the office set opposite (his/her) name, to assume their duties and responsibilities fixed by the Bylaws or by the Board of Directors, from time to time.

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting was adjourned.

Secretary (signature)

Attest:

Directors:

(Print Name of Director)

(Signature of Director)

(Print Name of Director)

(Signature of Director)

(Print Name of Director)

(Signature of Director)