

**ANNUAL MEETING MINUTES**  
**CHECKLIST**

Fiscal Year:

Year Ended:

Date of Annual Meeting:

<u>Shareholders</u>	<u>No. of Shares</u>
_____	_____
_____	_____
_____	_____
_____	_____

<u>Officers</u>	<u>Titles</u>	<u>Annual Compensation</u>	<u>Pay Period</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Directors</u>	<u>Director's Fee</u>	<u>Date Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bonus Compensation:

<u>Employee</u>	<u>Amount</u>	<u>Date Paid/To Be Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contributions to Employee Benefit Plans:

<u>Type of Plan</u>	<u>Amount of Contribution</u>	<u>Date Paid/To Be Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Loans To/From Shareholders:

<u>Creditor/Debtor</u>	<u>Date</u>	<u>Amount</u>	<u>Repayment Terms</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Major Expansion/Equipment or Machinery Purchase:

<u>Type</u>	<u>Date</u>	<u>Cost</u>	<u>Financing</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Real Estate Purchase/Sale:

<u>Property</u>	<u>Date</u>	<u>Amount</u>	<u>Financing</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Leases (Real Estate, Equipment, Personnel, etc.):

<u>Type</u>	<u>Date</u>	<u>Terms</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Financing (new lines of credit, loans, payoffs of existing indebtedness, etc):

Other Corporate Action (such as mergers, acquisitions, formation of related companies, etc.)