

EXAMPLE IN-HOUSE CORPORATE MINUTES

Use these as templates if you have no other formal records for required corporate minutes.

MINUTES OF ANNUAL MEETING OF STOCKHOLDERS

OF **Your New Business, Inc.**

_____, INC. was duly held on _____, 20__ at _____. All of the Directors of the Corporation were present and signed the Waiver of Notice which is on file herewith.

On motion duly made and seconded it was voted:

1. That _____ be elected Director of Corporation for the coming year; and
 2. That _____ be elected _____ for the coming year.
 3. That wages / salaries be started / changed as follows:
 4. The following changes be made for rent of business location(s), mileage & medical reimbursements:
 5. Assets to be purchased: _____ Sold: _____
- There being no further business to come before the meeting at this time, it was voted to adjourn.

ATTEST:

CLERK

MINUTES OF MEETING OF DIRECTORS OF

Your New Business, Inc.

_____, INC.

A Meeting of the Board of Directors of

_____ INC. was duly held on _____, 20__ at _____. All of the Directors of the

Corporation were present and signed the Waiver of Notice which is on file herewith.

On motion duly made and seconded it was voted:

There being no further business to come before the meeting at this time, it was voted to adjourn.

ATTEST:

CLERK

NOTICE OF ANNUAL MEETING

Notice is hereby given that the annual meeting of _____ Your New Business, Inc.

_____, Inc. will be held on _____,

(name of corporation)

_____, 20__, at _____ (A/P.M>), at

the offices of the corporation located at _____,

(address of corporation)

for the transaction of any and all business that may legally come before said meeting.

Executed this _____ day of _____, 20__.

Clerk