

**ANNUAL MEETING
MINUTE CREATION CHECK SHEET**

for

for the fiscal year ending _____

Directors: _____

Officers' names and salaries: _____

Resignations and effective dates:

Directors: _____

Officers: _____

Bonuses:

To whom and for how much for the year ending _____, 19 _____

Dividends declared:

(Class of stock and amount distributed per share):

Lease agreements or extensions:

Lessor: _____

Location of leased property: _____

Terms of lease: _____

Pension or profit sharing plans and trusts:

Type of plan(s): _____

Amount of contribution(s): _____

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Stock transactions:

Type of transactions and dates: _____

Loans to employees:

Amount and date of note: _____
To whom: _____
Interest rate: _____ Terms: _____

Corporate borrowing:

Lender: _____
Amount borrowed: _____ Interest rate: _____
Terms: _____

Other significant corporate events which should be mentioned in minutes:

Completed by: _____
Date: _____