

4. Business Transactions Discussed at Meeting:

Yes **No**

_____ **[REQUIRED]** Did the Directors elect new Officers?

Effective date of the election of officers:

Board Chair:

President :

Chief Financial Officer:

Secretary:

Vice President:

_____ Did the Directors approve any Amendment(s) to the Articles of Incorporation?

exhibit

If amendment(s) were made, do you want to specify changes by attached
or describe them by way of resolution? Exhibit Resolution

Resolution details (or attach Exhibit) _____ -

_____ -

_____ -

_____ Did the Directors approve any Amendment(s) of Bylaws?

exhibit

If amendment(s) were made, do you want to specify changes by attached
or describe them by way of resolution? Exhibit Resolution

Resolution details (or attach Exhibit) _____

Yes **No**

_____ _____ Was a date set for the Annual Shareholders Meeting?

_____ _____ Date: _____ Time: _____ a.m. or
p.m.

Location:

Special Business to be discussed at that meeting:

_____ _____ Is the corporation making or revoking an election to be an S Corporation?

If electing, are you electing to be an S Corporation

_____ Federal only _____ California only or _____ Both

_____ _____ Does the Corporation wish to qualify in another state or jurisdiction?

If so, please specify the state(s) or
jurisdiction(s): _____

_____ _____ Did any Directors resign?

If so, name and reason for resignation:

If so, do the Directors wish to:

- appoint a replacement Director?
- leave position vacant until next annual Shareholder meeting?
- elect a replacement Director by Shareholder consent?
- call a special meeting to elect a replacement?

Are any vacancies on the Board being filled?

Reason for vacancy:

Yes **No**

Did the Directors appoint a new accountant or accounting firm?

Name of accountant or accounting firm:

Fiscal year for which accountant/accounting firm is being appointed is:
19 _____

Address & telephone of new accountant/accounting firm:

Did the Director appoint an additional Agent for Service of Process?

What state is the new agent for?

Name of current agent:

Name of new agent:

____ ____ Is a dividend being declared?

Financial period dividend is being declared:

____ year ____ fiscal year ____ quarter ____ fiscal quarter ____ period

Period end date:

Amount per share:

Record date:

Date dividend to be paid:

____ ____ Did the Directors issue or sell any stock?

What class of stock is being issued or sold?

Are any of these shares reserved for the purpose of stock option grants?

How many shares are available NOT including those shares reserved for
Stock option grants?

Will all purchasers of stock being issued pay the same price per share?

Price per share? \$ _____

Yes No

____ ____ Did the Directors approve the transfer of any stock?

Name of the Shareholder seeking permission to transfer shares:

How many shares of stock does he/she currently own?

How many shares of stock does he/she propose to transfer?

To whom are the shares being transferred?

____ Did the Directors approve any Employment Agreements?

Name of employee:

Title of employee:

(Please attach Employment Agreement outlining terms as Exhibit)

____ Did the Director approve a specific medical plan or are they being given the authority to select a medical plan?

(Please attach approved/proposed medical plan as Exhibit)

____ Did the Directors approve any loans?

Name of Lender:

Loan Amount: \$ _____

Interest Rate: _____ % per annum

Loan term duration: _____ years

Loan will be used for:

____ Did the Directors approve a lease for either real property (office space) or personal property (vehicle or equipment)?

Name of lessor:

Date lease was signed or becomes effective:

Yes **No**

Either attach lease as exhibit or describe in the following resolution:

Item being leased:

Rent/lease payment: \$ _____ per month

Lease term duration:

_____ Did the Directors approve the *purchase* of either real property or other property such as equipment or securities?

If real estate, please give full street address:

If not real estate, give full description of item(s):

_____ Did the Directors approve the *sale* of real estate or any other property such as equipment?

If real estate, give full address of property being sold:

Price sold for:

Name of person sold to:

If equipment or other property, give full description of item being sold:

Price sold for:

Name of person sold to:

_____ Did the Directors approve any other transactions not set out above? Please give details:
