

# Annual Meeting Minutes

for

\_\_\_\_\_

The annual meeting of the above named limited liability company was held on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at the time of \_\_\_\_\_, and at the following location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present was:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_ was requested to be the temporary Chairman of the meeting.

\_\_\_\_\_ was requested to be the temporary Secretary of the meeting.

The following persons were also present:

Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person/Proxy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

1. The Annual Meeting was called to order. It was determined that a quorum was present either in person or by proxy, and the meeting could conduct business.
  
2. The Secretary announced that the meeting was held pursuant to notice, as required per the Operating Agreement of the company, or that notice had been waived by all members entitled to receive notice under the Operating Agreement. Copies of any certificates of mailing notice prepared by the Secretary and any written waivers signed by members entitled to receive notice of this meeting were attached to these minutes by the Secretary.
  
3. The minutes from the previous meeting were distributed. The complete company book was made available to inspect the Articles of Organization and any amendments, the Operating Agreement, the Members' interests, the capital contributions, all previous meeting minutes, and a current printout from the state agency in which the Articles of Organization were filed, showing what the records currently look like on that State agency's database. All members that were present read the previous meeting's minutes and inspected any company records if they so wanted.
  
4. The annual financial report was presented stating that the previous taxable year had:
  - a) a gross receipts total of: \_\_\_\_\_
  - b) a gross profit total of: \_\_\_\_\_
  - c) a net profit total of: \_\_\_\_\_

Upon motion duly made, seconded, and unanimously carried, it was resolved that the Secretary would attach a copy of the above annual financial report to the company minutes book.

5. Upon motion duly made, seconded, and unanimously carried, it was resolved that the net profit of the company shall be distributed to the Members in the following manner:

<b>Members</b>	<b>Distribution amount</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



There was no further business, and upon motion made, seconded, and unanimously carried, it was **RESOLVED**, that all the items and documents have been examined by all shareholders, and are approved and adopted, and that all the actions taken thus far have been ratified and approved by the members of the company.

There being no further business, upon motion made, seconded, and unanimously carried, the meeting was adjourned.

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Secretary Signature**

\_\_\_\_\_  
**Printed Name**

**Members:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name