

ties

CORPORATE MINUTES

**(LAWYERS AND JUDGES WILL TREAT THE MINUTES AS AN ACCURATE PORTRAL OF HOW THE
BOARD ACTED)**

- 1. DETAILS**
 - (a) Full name of Branch
 - (b) Date & Time of Regular or Special Meeting
 - (c) Location of Meeting (Zoom)
- 2. Attendance (include absences, guest & consultants.)**
- 3. Who conducts the Meeting (Big Sir) and whether quorum was present,**
- 4. Notification & Agenda for meeting. (Attached & when distributed)**
- 5. First Item on Agenda is approval of minutes from prior meeting (record vote)**
- 6. Second, record the vote on other items on the Agenda (Who made motion and seconded, and if not, unanimous who dissented and who abstained)**
- 7. Treasurer Report (No need to vote on approval)**
- 8. Agenda Approval New Business and Activities prior to Activity (Insurance Coverage)**
- 9. Old Business and other matters properly before the Board.**
- 10. Record of Adjournment. (Time meeting adjourned, and if next meeting announced)**

***Approve reoccurring activities for the year, in January BEC meeting, then approve only new activities or changes to reoccurring activities in subsequent BEC meetings. (i.e.-- Golf activity is approved for the second Wednesday of each month)