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**CORPORATE MINUTES**

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

**BOARD ACTED)**

1. DETAILS
2. Full name of Branch
3. Date & Time of Regular or Special Meeting
4. Location of Meeting (Zoom)
5. Attendance (include absences, guest & consultants.)
6. Who conducts the Meeting (Big Sir) and whether quorum was present,
7. Notification & Agenda for meeting. (Attached & when distributed)
8. First Item on Agenda is approval of minutes from prior meeting (record vote)
9. Second, record the vote on other items on the Agenda (Who made motion and seconded, and if not, unanimous who dissented and who abstained)
10. Treasurer Report (No need to vote on approval)
11. Agenda Approval New Business and Activities prior to Activity (Insurance Coverage)
12. Old Business and other matters properly before the Board.
13. 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)