



COSTIN + COMPANY
Certified Public Accountants

"For the FINANCIAL EDGE"

35945 Center Ridge Road
North Ridgeville, OH 44039

MINUTES OF MEETINGS

The following list includes common business activities generally approved in Corporate/LLC Meetings. Specific guidance should be obtained from legal counsel. Minutes of Meetings should be permanently retained.

ADMINISTRATIVE MATTERS

- Amending bylaws or articles of organization
- Setting or calling stockholder/member meetings
- Changing registered agent
- Increasing or decreasing ownership equity (i.e. common stock, member units)
- Declaring and paying dividends or distributions
- Making tax elections
- Appointing tax representative
- Electing, replacing or removing officers
- Delegating authority and limits of authority over business matters
- Ratifying previous acts of officers
- Authorizing unusual acts, outside the normal course of activities
- Appointing business advisors and agents (legal counsel, auditors, etc.)

EMPLOYEE MATTERS

- Authorizing employment agreements
- Authorizing reasonable compensation
- Establishing or modifying employee benefit plans
- Ratifying key employee benefits, travel, educations, expense accounts, etc.
- Authorizing indemnification agreements

OPERATING MATTERS

- Opening bank accounts and authorizing check signers
- Authorizing investment of funds
- Authorizing purchase, sale or disposal of significant assets
- Authorizing borrowing
- Authorizing contracts and agreements
- Authorizing related party transactions
- Initiating or settling litigation
- Authorizing charitable contributions