

SPECIAL DIRECTORS MEETINGS QUESTIONNAIRE

Used to draft corporation meeting minutes & resolutions occurring between Annuals

YOUR NAME: _____

HOME ADDRESS: _____

HOME NUMBER: () _____ **WORK NUMBER:** () _____

FAX NUMBER: () _____ **EMAIL:** _____

NAME OF BUSINESS ENTITY(S): _____

SPECIAL DIRECTORS MEETING

Date: _____ **Time:** _____

Location w/street address: _____

Directors present:

RESOLUTIONS

“The use of resolutions provide another way to manage the formalities of a Nevada Corporation. By definition, a resolution is a document that records actions that the directors “resolve” to take on behalf of the corporation. Resolutions give authorization to do an action or make a decision. Some examples of a resolution are; paying officers a salary, corporate purchases like office space or vehicles, authorizing travel, authorizing education/seminars, and expense accounts.

If you are unsure if an action needs a resolution, please list the action anyway and we can determine if a resolution is necessary. Please be specific: Specify names, dates, companies and the action decided or taken.

