

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
OF _____ (insert legal name of corporation) (THE
"CORPORATION") HELD AT _____ (insert city,
province) AT _____ AM/PM ON THE ____ DAY OF
_____ / _____**

PRESENT:

(insert names of directors)

CHAIRMAN & SECRETARY:

_____ *(insert name)* assumed the Chair and _____ *(insert name)* acted as Secretary of the meeting.

CONSTITUTION OF MEETING:

Since all/a quorum/a majority *(delete inapplicable)* of the Directors were present in person (or by telephone), notice of the meeting was duly given to the Directors in accordance with all applicable requirements and all the Directors participating in the meeting acknowledged that they could hear each other, the Chairman declared the meeting properly constituted for the transaction of business.

OLD BUSINESS:

- *(insert in point form)*

(insert discussion)

On motion duly made, second and carried the following resolution was passed:

RESOLVED that:

THIS IS A 2-PAGE FORM.