



NOT-FOR-PROFIT CORPORATION MEMBERS' & DIRECTORS' ANNUAL MEETING WORKSHEET

RE: _____
Name of Corporation

Corporate Address: _____

Mailing Address (if different): _____

Members' Meeting: Date: _____, 20____ Time: _____

NOTE: If the date and time of the Members' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the By-Laws."

**"Protect Your Corporate Records. Don't forget to complete and return your Spiegel & Utrera, P.A. General Counsel Club renewal with your Corporate Annual Meeting Worksheet, which is enclosed."
-Larry Spiegel**

General Questions

1a. Did the Corporation issue membership certificates for every Member? Yes No

2. Does the Corporation have any DBA's (doing business as)? Yes No

If yes, list all names: 1st _____ 2nd _____

List the name and address of each Member below: (you may use additional sheets if needed)

Name	Address
Example: <i>John Doe</i>	<i>123 SW Any Street, Miami, FL 33145</i>
_____	_____
_____	_____
_____	_____

Does the above information represent a change of Members during the past year? Yes No

Directors' Meeting: Date: _____, 20____ Time: _____

(Please note, the Meetings may take place on the same day, but **not at the same time.**)

NOTE: If the date and time of the Directors' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the By-Laws."

List the name and address of each Director below: (you may use additional sheets if needed)

Name (Directors Only)	Address
Example: <i>John Doe</i>	<i>123 SW Any Street, Miami, FL 33145</i>
_____	_____
_____	_____
_____	_____

Does the above information represent a change of Directors during the past year? Yes No

20____ Officers of the Corporation:

(In Florida, New York, New Jersey, Illinois and Delaware one person may occupy all positions. In California and Nevada the President may not serve as Secretary or Treasurer simultaneously. You may have as many Vice-Presidents, Assistant Vice-Presidents, Assistant Secretaries, and Assistant Treasurers as you desire.)

Name	Address
President _____	_____
Secretary _____	_____
Treasurer _____	_____
Vice-President _____	_____
Assistant Secretary _____	_____
Assistant Treasurer _____	_____

Does the above information represent a change of Officers during the past year? Yes No

Daytime Phone number you can be reached at: (_____) _____

Email Address: _____

Check here if you would like to have the minutes of your Annual Meeting emailed to you in PDF format.

Without any additional charge, you may include any special provision in the minutes of either the Members' or Directors' meeting. To discuss any matter which you feel should be included as a topic or resolution at either the Members' or Directors' Meeting, check here and give us a daytime phone number. A Spiegel & Utrera, P.A. attorney will call you to discuss the matter at no extra charge. At Spiegel & Utrera, P.A. we want to help you keep your corporate records up to date.

Remarks: _____

