

**ANNUAL MEETING MINUTES**  
**, INC.**

The annual meeting of the Board of Directors of \_\_\_\_\_, Inc. was held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. The following business was conducted by the Board.

**Directors Present:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval/ Ratifications of Actions:**

1. The following actions taken by the Parish Council are hereby approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The following actions taken by the Finance Council are approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appointment of Officers:** The following individuals are appointment to the identified offices for a term of one year:

President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

**Approval of Annual Financial Report:** The Annual Financial Report is approved. The report shall be filed with the OAS on or before September 15.

**Completion of Conflicts of Interest:** Each officer and director has completed a conflict of interest form. Such forms shall be retained at the parish for reference.

**Contracts Approved and/or Ratified:** The following contracts are approved

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Attest:**

\_\_\_\_\_  
Secretary, \_\_\_\_\_