

# MINUTES OF DIRECTORS' MEETING

A regular meeting of the Board of Directors of \_\_\_\_\_  
was duly called and held on \_\_\_\_\_, \_\_\_\_\_, at  
\_\_\_\_\_ commencing at \_\_\_\_\_  
o'clock \_\_\_\_\_.

There were present and participating at the meeting:

With approval of the directors present, \_\_\_\_\_  
acted as Chair of the meeting and \_\_\_\_\_  
recorded the minutes.

On motions duly made and seconded, it was voted that:

1. The minutes of the last meeting of directors be taken as read.
2. That it be further VOTED:

There being no further business, the meeting was adjourned.

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Printed Name of Secretary