**{{ filing\_entity }}**

**first Meeting Minutes: {{ format\_date(today()) }}**  
**10am {{ shareholder[0].address.city }}, {{ shareholder[0].address.state }}**

**Shareholders**

Present: {{ shareholder }}

Absent: None

Quorum Present?: Yes

Others Present: None

**Proceedings:**

* Meeting called to order at 10am by Director and Shareholder {{ capitalize(shareholder[0].name) }}.
* {{ capitalize(shareholder[0].name) }} was elected chairperson of the meeting.
* {%p if shareholder[1:] %}
* {{ capitalize(shareholder[1].name) }} was elected secretary of the meeting and is responsible for memorializing these minutes.
* {%p endif %}
* Chairperson, {{ capitalize(shareholder[0].name) }}, announces that the First Meeting was called by the Shareholders of {{ filing\_entity }} and determined that a quorum was present.
* MOTION by {{ capitalize(shareholder[0].name) }} to approve and adopt the Bylaws and Shareholders Agreement as drafted and attached. The Bylaws and Shareholders Agreement has been read by the Shareholders. Passed.
* MOTION by {{ capitalize(shareholder[0].name) }} to approve and adopt the Shareholders Ledger as drafted and attached. The Shareholders Ledger has been read by the Members. Passed.
* {%p if needs\_formal\_reimbursement %}
* MOTION by {{ capitalize(shareholder[0].name) }} to reimburse the organizers of the Company from Company funds for expenses in forming the Company. The following reimbursements has been approved and itemized as an attachment. ${{ reimbursement\_amount }}. Passed.
* {%p endif %}

**Report of the Directors:**

None

**Other Business:**

None

**Assessment of the Meeting:**

None

Meeting adjourned at 10:15am.

{%p if shareholder[1:] %}

Minutes submitted by Secretary, {{ capitalize(shareholder[1].name) }}.

{%p endif %}

|  |
| --- |
| {%tr for shareholder in shareholder %} |
| {{ showifdef(shareholder.attr\_name(‘signature’)) }} |
| {{ capitalize(shareholder.name) }}  Shareholder and Director |
| {%tr endfor %} |

{%p if needs\_formal\_reimbursement %}

**Itemized Reimbursement**

{%p for reimbursement in reimbursement %}

|  |  |
| --- | --- |
| {{ reimbursement.what }} | {{ currency(reimbursement.amount) }} |

{%p endfor %}

{%p endif %}