**{{ filing\_entity }}**

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

**Shareholders**

Present: {{ members }}

Absent: None

Quorum Present?: Yes

Others Present: None

**Proceedings:**

* Meeting called to order at 10am by Member {{ capitalize(members[0].name) }}.
* {{ capitalize(members[0].name) }} was elected chairperson of the meeting.
* {%p if members[1:] %}
* {{ capitalize(members[1].name) }} was elected secretary of the meeting and is responsible for memorializing these minutes.
* {%p endif %}
* Chairperson, {{ capitalize(members[0].name) }}, announces that the First Meeting was called by the Members of {{ filing\_entity }} and determined that a quorum was present.
* MOTION by {{ capitalize(members[0].name) }} to approve and adopt the Operating Agreement as drafted and attached. The Operating Agreement has been read by the Members. Passed.
* MOTION by {{ capitalize(members[0].name) }} to approve and adopt the Members Ledger as drafted and attached. The Members Ledger has been read by the Members. Passed.
* {%p if needs\_formal\_reimbursement %}
* MOTION by {{ capitalize(members[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 Managers or Members:**

None

**Other Business:**

None

**Assessment of the Meeting:**

None

Meeting adjourned at 10:15am.

{%p if members[1:] %}

Minutes submitted by Secretary, {{ capitalize(members[0].name) }}.

{%p endif %}

{%p if has\_managers %}

|  |
| --- |
| {%tr for manager in managers %} |
| {{ showifdef(manager.attr\_name(‘signature’)) }} |
| {{ capitalize(manager.name) }}  Manager |
| {%tr endfor %} |

{%p endif %}

{%p if not has\_managers %}

|  |
| --- |
| {%tr for member in members %} |
| {{ showifdef(member.attr\_name(‘signature’)) }} |
| {{ capitalize(member.name) }}  Member |
| {%tr endfor %} |

{%p endif %}

{%p if needs\_formal\_reimbursement %}

**Itemized Reimbursement**

{%p for reimbursement in reimbursements %}

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

{%p endfor %}

{%p endif %}