[COMPANY\_NAME]  
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS  
[DATE]

A meeting of the Board of Directors (the "Board") of [COMPANY\_NAME], was held at [TIME] local time on [DATE] at [MEETING\_ADDRESS].

Present at the meeting was [CHAIRMAN\_NAME], each of whom waived notice of the meeting and together constituted a quorum of the Board.

[CHAIRMAN\_NAME], presided at and recorded the minutes of the meeting.

Business Update:

[CHAIRMAN\_NAME] provided an update regarding the [COMPANY\_NAME] performance during the fiscal year. A discussion then took place on the following topics:  
  
[DISCUSSION\_TOPICS]  
  
  
[RESOLUTIONS]

Closing Remarks:  
  
[CLOSING\_REMARKS]