The members of COMPANY NAME held its first meeting on DATE, at ADDRESS.

The following members, constituting a quorum of the members, were present at the meeting:

NAME

NAME

NAME

The following members were absent: NAME

On motion and by unanimous vote, NAME was elected temporary chairperson and then presided over the meeting. NAME was elected temporary secretary of the meeting.

 The chairperson announced that the meeting was held pursuant to written waiver of notice signed by each of the members in accordance with the operating agreement. Upon a motion duly made, seconded, and unanimously carried, the waiver was made a part of the records of the meeting, to precede the minutes of the meeting in the LLC records book.

**Corporate Records**

 The chairperson presented the following documents at the meeting, all of which were ratified and approved by the members:

A copy of the articles of organization

A copy of the operating agreement of the company

The LLC record book

**Membership Interests**

 All members agreed to the sale of issued membership interests, the values paid for membership interests, and the contributions and amounts of values determined for each membership interest.

**Appointment of Manager**

The following managers were appointed to manage the day-to-day affairs of the company:

NAME, President

**Other Business**

 The following other business was transacted:

State any business carried out

 Upon motion made, seconded, and unanimously carried, it was:

 RESOLVED, that all the items and documents have been examined by all members, and are approved and adopted, and that all actions taken during the pre-organization and organization have been ratified and approved by the members of the Company.

 There being no further business, upon motion made and carried, the meeting was adjourned.

The minutes will be placed in the LLC record book.

Dated: DATE

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NAME, Member