

Northwest Registered Agent[®]

would like to say

THANK YOU

for choosing to

Do Business The Right Way[™]

***NOTE:** This form contains blank fields which must be filled in prior to any use. Please take time to thoroughly review this form and fill in all fields with the information relevant to your dealings.*

IMPORTANT DISCLAIMER: While this form has been made available to the public, users are notified that use of this form will impact the legal rights and obligations to the parties using this form. Nothing within this form should be construed as legal advice. Anyone using this form must not consider the contents of this form, the website where this form was accessed, nor any communications with Northwest Registered Agent LLC as valid substitutions to seeking advice from a qualified legal professional. ***Northwest Registered Agent LLC disclaims any liability which may result from the use or misuse of this form by others.***

First Meeting of the Members

for

The first meeting of the members of the above named limited liability company was held on the ____ day of _____ 20____, at the time of _____, and at the following location:

Present was:

_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address

_____ was requested to be the temporary Chairman of the meeting.

_____ was requested to be the temporary Secretary of the meeting.

The following persons were also present:

Name	Title	Person/Proxy
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. The first meeting was called to order. It was determined that a quorum was present either in person or by proxy, and the meeting could conduct business.
2. The Secretary determined and reported that notice of the first meeting had been properly given or waived by the members pursuant to the Operating Agreement of the company.
3. A motion was made and carried that the Secretary was ordered to attach the documentation (if any) or the appropriate affidavit of mailing of notice or waiver of notice to the meeting minutes. If no notice is attached, all members agreed that proper notice of the first meeting had been given.
4. There was presented to the meeting:
 - a) A copy of the Articles of Organization;
 - b) A copy of the adopted Operating Agreement of the Company;
 - c) Resolutions of the Organizer;
 - d) Bill of sale of issued interests of membership;
 - e) Membership interest certificates (if elected to produce); and
 - f) The company record book.
5. The members ratified and approved all documents presented.
6. Upon motion duly made, seconded, and unanimously carried, it was resolved that the person(s) listed on the Articles of Organization as Manager(s) would act as the initial Manager(s) of the company until another meeting of the members is held. If no Manager is listed on the Articles of Organization, then the following person(s) is(are) appointed as Manager(s):

7. The following other business was transacted:

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

There was no further business, and 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 the actions taken thus far have been ratified and approved by the members of the company.

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

Dated: _____

Secretary Signature

Printed Name

Members:

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name