

**FIRST DIRECTORS MEETING CHECKLIST
for Corporations**

- Name of corporation
- Date of meeting
- Location of meeting
- Officers present at meeting
- Others present at meeting
- Name of temporary Chairperson presiding over meeting
- Name of temporary Secretary acting at meeting
- Meeting called to order and quorum present
- Proper notification of meeting
- Notices sent and affidavit filed / or waivers filed
- Articles of Incorporation filed with state
- Date of filing
- Effective date of incorporation
- Approve and ratify any acts of incorporators taken on behalf of the corporation prior to effective date of incorporation.
- Elect officers of corporation.
- Decide on annual salaries of officers.
- Direct that any organizational expenses be reimbursed to incorporators.
- Authorize opening of corporate bank account.
- Approve corporate seal, stock certificate, and stock transfer book.
- Approve corporate by-laws.
- Approve issuance of stock in exchange for transfers of property or money.
- Designate fiscal year dates.
- Designate accounting basis (cash or accrual basis).
- Document any other necessary business.
- Adjournment of meeting
- Date and Secretary signature on minutes