**DIRECTORS MEETING - MINUTES**

**[YOUR COMPANY NAME]**

**Opening**:

The minutes from the Directors’ meeting is below that took place at [TIME] on [DATE] at [ADDRESS].

**The people at the meeting were**:

[ATTENDEES]

After approval from the directors who attended, [CHAIRMAN NAME] chaired the meeting while [SECRETARY NAME] recorded the minutes.

**On motions duly made and seconded, it was voted that:**

1. The minutes from the most recent meeting of directors be taken as read.
2. [INSERT RESOLUTION PER NUMBERED PARAGRAPH].

Dissenting to the motion were [DISSENTING NAMES].

There being no further business to transact at this time, it was voted to adjourn the meeting.

Dated [DATE]

[SECRETARY NAME], Secretary [CHAIRMAN NAME], Chairman