

Form 20

Meeting Minutes and Voting Record

Record the precise motion and actual votes; a tie fails and proxy voting is not used.

Meeting date method and authority

Notice attendance and quorum record

Motion or exact attached resolution

Deliberation and relevant information

Votes for against abstaining and recusals

Required threshold and result

Founder concurrence where required

Effective date and assigned follow up

Chair and custodian signatures

Record reference _____ Attachments _____