

XXX Cluster Corporation Annual Meeting

Minutes for _____, 200_ Meeting

Date: __/__/200_

Location: _____

Time: _____

Attendance: See separate sign-in sheet

Below, *A* denotes an action item

1. Welcome and introduction

Cluster president xxx welcomed everyone. ... xxx served as meeting secretary.

2. Approval of the agenda

3. Financial status report

4. Report on the past year's activities

5. Future project plans

6. By-laws and Operating Procedures

7. Determination of quorum

8. Nomination of director

9. Optional presentation by each nominee

10. Election of directors

11. Other business

12. Adjournment

[If the agenda was revised, add a copy of the final agenda here.]