

# **PENNSYLVANIA BUSINESS CORPORATION**

## **SAMPLE ANNUAL MEETING AGENDAS**

### **A. SAMPLE AGENDA FOR ANNUAL MEETING OF THE SHAREHOLDERS:**

1. Certificate or waiver of notice of this meeting by all shareholders of record.
2. Notation of changes in shareholders.
3. Review and approval of minutes of the prior Annual Meeting, and of Special Shareholders' Meetings.
4. Election of Directors.
5. Review and approval of financial statements for the prior fiscal year.
6. Ratification of actions taken by Board of Directors.

### **SAMPLE AGENDA FOR ANNUAL MEETING OF THE BOARD OF DIRECTORS**

1. Approval of minutes of prior meeting(s) of the board.
2. Appointment of officers of the Corporation.
3. Determination of officers' compensation.
4. Increase of indebtedness/authorization to borrow.
5. Transfer (sale/purchase) of property.
6. Ratification/approval of leases.
7. Ratification/approval of other corporate action or actions taken or to be taken by the officers of the Corporation.
8. Appointment of Corporate accountants.
9. Appointment of Corporate counsel.