

Record of Vote Establishing Salary

At a duly constituted meeting of the Board of Directors of _____ Corporation on _____, 20____, the salary of _____ [name] as President of the Corporation was set at \$ _____, per _____ [month, year] beginning on _____, 20____, and continuing until further action by this Board.

Secretary _____ Date _____

Chairperson _____ Date _____

Record of Vote for Execution of Property Lease

At a duly constituted meeting of the Board of Directors of _____ Corporation on _____, 20____, a proposed lease from _____, as Lessor, to this Corporation as Lessee was presented for the premises known as _____ [address]. The terms of the lease are:

Lease will extend for _____ [years], commencing on _____, 20____, at the annual rental of \$ _____.

By duly made motion and second, the terms of the lease were approved as presented and the President and Secretary were authorized to execute said lease in the name of and on behalf of this corporation and in substantially the form approved at this meeting.

Secretary _____ Date _____

Chairperson _____ Date _____