

Instructions for your initial meeting of your Board of Directors (Organizational Meeting):

1. You should set up a corporate records binder for your nonprofit organization in order to hold important documents such as:
 - a. Certificate of Incorporation
 - b. Bylaws
 - c. **Minutes of Organizational Meeting** (*its content is discussed below in item 2; referenced in item 3*)
 - d. Minutes of General Meetings
 - e. Board of Directors Meeting Notes
2. Your first board meeting is usually referred to as the **Organizational Meeting of the Board**. The board should take the following actions:
 - a. Approving the Bylaws
 - b. Appointing Officers
 - c. Setting an Accounting Period and Tax Year
 - d. Approving Initial Transactions of the Corporation, such as the opening of a Corporate Bank Account (***Letter of Resolution – Bank Accounts***)
3. After the meeting is completed, minutes of the meeting should be created (***Minutes of Organizational Meeting***).

~ Larry Freeman