

Checklist of Matters to be Considered at a Preliminary Meeting of Organizers of a Corporation and Included in its Minutes

- Names and addresses of organizers present at the meeting.
- Date, time, and place of meeting.
- Name of and manner of electing person to preside at meeting.
- Name of and manner of electing secretary of meeting.
- Object of meeting.
- Name of proposed corporation, including any alternative names.
- Authorized capitalization.
- Classes of stock to be issued.
- Presentation to, and manner of approval by the named incorporators, of proposed articles (or certificate) of incorporation.
- A copy of the approved articles (or certificate) of incorporation.
- Unanimous authority given by the incorporators to the secretary to file the articles (or certificate) of incorporation.
- Signatures of the proposed incorporators of the minutes of the meeting, including the signatures of the chairperson and secretary, as such, of the preliminary meeting.