The first organizational meeting of this limited liability company was held on ________________
at ____________________ (time) at the location of ________________________________

The following members were present at this first meeting:
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

The following other people were present at this first meeting:
____________________________________
____________________________________

1. ________________________________ was elected as the chairperson of the meeting.
2. ________________________________ was elected as the secretary of the meeting, and was the
   person memorializing these minutes.
3. The chairperson announced that the initial organizational meeting was called by the members
   of the limited liability company and determined that a quorum was present.
4. The chairperson announced that articles of organization were filed with ____________________
   State on ____________________. Upon motion made and carried, a copy of the articles of
   organization of the limited liability company was ordered to be attached to the
   minutes of the first meeting. All members that were present read the articles of organization.
5. The following people and/or entities were named as the managers of the LLC (If managers were
   elected)
____________________________________
____________________________________
____________________________________
____________________________________
____________________________________

6. Upon motion made and carried by the members, the joint and individual acts of the organizer(s)
   of this limited liability company, the initial resolutions of the organizer, and the operating agreement 
   were approved, ratified, and adopted as acts of the limited liability company.
7. Upon motion made and carried by the members, the manager’s salaries were fixed at the following rates until another meeting:

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<th>Manager name:</th>
<th>Rate:</th>
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8. Upon motion made and carried, the organizer(s) of the LLC were reimbursed from company funds for expenses in forming the LLC.

9. Upon motion made and carried, a copy of the proposed operating agreement was presented and each member read it. The initial capital contributions of the operating agreement were agreed upon again, membership interests tallied, and the company was funded according to the operating agreement details. Membership interests were officially memorialized regardless of whether or not physical LLC membership interests were made. The complete LLC operating agreement was ratified and agreed upon by all members.

10. Upon motion made and carried, the members agreed to start business operations and establish a bank account.

11. Upon motion made and carried, the members agreed that the LLC shall report its income and expenses on a _______________ basis with the department of revenue.

12. Upon motion made and carried, the members decided that the next annual meeting shall be held on: ______________________ or the members decided not to hold annual meetings_____ Yes ________ No.

13 The following other items of business were conducted:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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Minutes of First Member Meeting LLC
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There being no further business to discuss, upon motion by _________________ and carried, the meeting was adjourned.

Dated _______________________

Member name: ______________________  Member signature: ______________________

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

Signature of Secretary of this meeting that documented this form:

______________________________  _________________ Date