

# ANNUAL MEMBERS' & MANAGERS' MEETING WORKSHEET

**Re:** \_\_\_\_\_  
Name of Limited Liability Company

Company Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Members' Meeting:                      Date: \_\_\_\_\_, 20\_\_\_\_                      Time: \_\_\_\_\_

**NOTE:** If the date and time of the Members' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the By-Laws."

### General Questions

1. Did the Limited Liability Company issue membership certificates for every Member?     Yes     No
2. Does the Limited Liability Company have any DBA's (doing business as)?                       Yes     No  
     If yes, list all names: 1<sup>st</sup> \_\_\_\_\_                      2<sup>nd</sup> \_\_\_\_\_

List the name and address of all Members below: *(you may use additional sheets if needed):*

Name	Address	Membership Interest
Example: <i>John Doe</i>	<i>123 SW Any Street, Miami, FL 33333</i>	<i>Percentage</i>
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

Does the above information represent a change in Members during the past year?                       Yes     No

Managers' Meeting:                      Date: \_\_\_\_\_, 20\_\_\_\_                      Time: \_\_\_\_\_

*(Please note, the Meetings may take place on the same day, but not at the same time.)*

**NOTE:** If the date and time of the Managers' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the By-Laws."

20\_\_\_\_ Managers of the Limited Liability Company:

*(One person may be all positions. The Operating Manager is usually listed. You may also list Managing Members or you may assign titles such as Vice-Operating Manager, Secretary, and Treasurer. If no titles are assigned, we will prepare the documents based on the original Articles of Organization.)*

Title	Name	Address
Operating Manager	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does the above information represent a change in Managers during the past year?                       Yes     No

Phone number you can be reached at: (\_\_\_\_\_) \_\_\_\_\_

Without any additional charge, you may include any special provision in the minutes of either the Members' or Managers' meeting. To discuss any matter which you feel should be included as a topic or resolution at either the Members' or Managers' Meeting, check here  and give us a daytime phone number. A Spiegel & Utrera attorney will call you to discuss the matter at no extra charge. At Spiegel & Utrera we want to help you keep your company records up to date.

Remarks:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_