Record of Meeting & Minutes
(For August Rule, IRC § 280A(g))

Meeting title: [Business Name] Board of Directors Meeting
Date: [Date of meeting]
Time: [Start time] to [End time]
Location: [Your Name]'s personal residence, [Street Address, City, State, Zip]

1. Attendees

Board members present:

- [List board members and titles, including yourself if applicable]
- [Name and Title]
- [Name and Title]

Other attendees:

- [List other attendees and their roles, if any, such as staff, consultants, or advisers]
- [Name and Role]

2. Call to order

The meeting was called to order by [Your Name] at [Start time] on [Date].

3. Purpose of meeting

The primary objective of this meeting was to [state the specific business purpose clearly]. This includes addressing topics such as:

- [List specific business topics to be discussed, e.g., "Reviewing Q3 financial performance, " "Developing the next fiscal year's strategic plan, " or "Discussing new product launch details"].
- [Specific Topic 1]
- [Specific Topic 2]

4. Approval of prior minutes

The minutes from the previous meeting on [Date of prior meeting] were reviewed and approved.

5. Old business

- **[Topic 1]:** [Briefly describe the topic and any actions taken or decisions made.]

- **[Topic 2]:** [Briefly describe the topic and any actions taken or decisions made.]

6. New business

- **Strategic planning session:** The board conducted a strategic planning session focused on [describe in detail, e.g., "analyzing market trends and outlining the company's expansion goals for the upcoming year"]. A robust discussion led to the following actions: [list action items and assigned personnel].

- **Financial performance review:** The board reviewed the company's financial statements for the period ending [date]. The discussion focused on [mention key insights, e.g., "budget variances and capital expenditure forecasts"]. The board decided to [document the decision, e.g., "approve the Q4 budget adjustments"].

- **Approval of meeting space rental:** It was resolved that [Your Business Name] would rent the personal residence of [Your Name] for this meeting. This decision was based on [state the business justification, e.g., "the need for a private, focused, off-site location for strategic planning"]. A motion was made by [Name] and seconded by [Name] to approve the rental payment of $[Fair Market Value Rate] to [Your Name] for the use of the premises on [Date], which was approved unanimously.

7. Adjournment

There being no further business, the meeting was adjourned at [End Time].

8. Meeting certification

This document certifies that the above minutes accurately reflect the proceedings of the meeting.

[Your Signature]_____
[Your Name], [Your Title]

[Signature of Second Board Member]
[Name], [Title]