

EXHIBIT 4

ILLUSTRATIVE CORPORATE FOUNDATION MINUTES

Corporate minutes of the meetings of the board of directors are usually general in nature and summarize what occurs at each meeting. Word-for-word discussions are almost never published in the minutes, nor are detailed discussions of the results of any transactions ever discussed. There are usually two kinds of corporate minutes. First, the authorizing minute, or that minute which empowers a director, officer or employee of the foundation to do something; and, second, the ratification minute, or a minute that approves of something already accomplished.

(a) Examples of authorization minutes that might occur in the first few meetings of your foundation's board of directors might be as follows:

- (1) Upon motion duly made and seconded and carried, the following resolution was adopted:

RESOLVED: That the foundation open a bank account with the First National Bank which is hereby designated as the depository of the funds of the foundation. That the forms of resolution required by the bank be hereby approved and adopted as a resolution of the directors as though set forth verbatim in these minutes.

FURTHER RESOLVED: That the following officers are authorized in the name of the foundation to withdraw funds from said depository, and to make loans on behalf of the foundation and to do and transact such other business with the depository as shall be required: the president, secretary, and treasurer.

- (2) Upon motion duly made and seconded and carried unanimously the following resolution was adopted:

RESOLVED: That certificate of membership of the foundation shall be in the form of certificate submitted to this meeting and that this certificate be inserted in the minutes of this meeting.

As you will note, each of these minutes authorizes somebody to do something in the future or at the time the minute is passed. Such minutes may be specific or general as required by the business of the foundation.