

(b) The following are examples of ratification minutes that might be passed by your foundation's board of directors at the initial meetings.

(1) Upon motion duly made and seconded the following resolution was unanimously adopted:

RESOLVED: That the articles of incorporation filed with the Secretary of State and the provisions therefor be and the same is hereby approved.

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

RESOLVED: That the actions of the president and secretary in executing a lease with the John Smith Realty Corporation for the premises in which the principal office of the foundation is located is hereby ratified and approved under the terms of said lease. The secretary is ordered to retain a copy of the lease in the foundation's permanent files.

Ratification minutes may also be specific or general in nature as each case or situation indicates. Ratification minutes should never be passed more than six months after any act. In other words, your board of directors should meet at least annually to review the foundation's business. Your board of directors, however, should not meet any more frequently than is necessary to efficiently conduct foundation business.

Other suggestions on corporate minutes:

- (1) Corporate minutes should be written as clearly as possible to avoid confusion.
- (2) Corporate minutes need not contain legal jargon.
- (3) If a vote on any proposition put before the board of directors is less than unanimous the dissenting directors should be named.
- (4) Corporate minutes should always be signed and dated by the secretary of the organization.
- (5) The corporate seal is not necessary but lends a touch of authenticity and finalization to any minutes.
- (6) Usually, several resolutions are included in every meeting. There is no need to hold a separate meeting for every resolution that you wish to pass.