

VENTURE SMARTER

LLC MEETING MINUTES TEMPLATE

[LLC NAME]

Type of Meeting: [ANNUAL / SPECIAL / EMERGENCY / REGULAR]
Meeting of: [MEMBERS / MANAGERS / BOTH]

MEETING INFORMATION

Date: [DATE] **Time:** [START TIME] to [END TIME] Location: [PHYSICAL ADDRESS / VIRTUAL PLATFORM / HYBRID]

Called by: [NAME AND TITLE] **Presiding Officer:** [NAME]
Secretary/Recorder: [NAME]

ATTENDEES

Members Present

Name	Ownership %	Present	Method of Attendance
[MEMBER 1]	[%]	☑ Yes ☐ No	[In-Person / Phone / Video]
[MEMBER 2]	[%]	☑ Yes ☐ No	[In-Person / Phone / Video]
[MEMBER 3]	[%]	☑ Yes ☐ No	[In-Person / Phone / Video]
Total Ownership Present:	**[%]**		

Managers Present (If Applicable)

- [MANAGER NAME 1]
- [MANAGER NAME 2]

Others Present

- [NAME] - [TITLE/ROLE]
- [NAME] - [TITLE/ROLE]

Members/Managers Absent

- [NAME] - [REASON IF KNOWN]

QUORUM VERIFICATION

☑ **Quorum Present:** Members representing [%] of ownership interests are present. ☐ **Quorum Not Present:** Meeting cannot proceed.

Per the Operating Agreement, a quorum consists of [%] of membership interests.

CALL TO ORDER

The meeting was called to order at [TIME] by [NAME], who presided over the meeting.

[OPTIONAL: Brief opening statement or purpose of meeting]

APPROVAL OF PREVIOUS MINUTES

Motion: To approve the minutes from the [TYPE OF MEETING] held on [DATE].

Made by: [NAME] Seconded by: [NAME]

Discussion: [NONE / SUMMARY OF ANY DISCUSSION OR CORRECTIONS]

Vote:

- In Favor: [NAMES OR %]
- Opposed: [NAMES OR %]
- Abstained: [NAMES OR %]

Result: ☑ APPROVED ☐ DENIED ☐ TABLED

REPORTS

Financial Report

Presented by: [NAME/TITLE]

Summary:

- Total Revenue (Period): $[AMOUNT]
- Total Expenses (Period): $[AMOUNT]
- Net Income/Loss: $[AMOUNT]
- Cash on Hand: $[AMOUNT]
- Outstanding Receivables: $[AMOUNT]
- Outstanding Payables: $[AMOUNT]

Key Financial Highlights:

- [POINT 1]
- [POINT 2]
- [POINT 3]

Discussion: [SUMMARY OF ANY QUESTIONS OR DISCUSSION]

Operations Report

Presented by: [NAME/TITLE]

Summary:

- [KEY OPERATIONAL UPDATE 1]
- [KEY OPERATIONAL UPDATE 2]
- [KEY OPERATIONAL UPDATE 3]

Discussion: [SUMMARY OF ANY QUESTIONS OR DISCUSSION]

[Additional Report Title]

Presented by: [NAME/TITLE]

Summary:

- [REPORT CONTENT]

OLD BUSINESS

Item 1: [TOPIC]

Presented by: [NAME]

Discussion: [SUMMARY OF DISCUSSION]

Action Taken: [DESCRIBE ANY DECISIONS OR ACTIONS]

Item 2: [TOPIC]

Presented by: [NAME]

Discussion: [SUMMARY OF DISCUSSION]

Action Taken: [DESCRIBE ANY DECISIONS OR ACTIONS]

NEW BUSINESS

Item 1: [TOPIC]

Presented by: [NAME]

Background: [CONTEXT AND BACKGROUND INFORMATION]

Discussion: [SUMMARY OF DISCUSSION, KEY POINTS RAISED, CONCERNS ADDRESSED]

Motion: [SPECIFIC ACTION PROPOSED]

Made by: [NAME] **Seconded by:** [NAME]

Vote:

- **In Favor: [NAMES] representing [%] of ownership**
- **Opposed: [NAMES] representing [%] of ownership**
- **Abstained: [NAMES] representing [%] of ownership**

Result: ⊘ APPROVED □ DENIED □ TABLED

Item 2: [TOPIC]

Presented by: [NAME]

Background: [CONTEXT AND BACKGROUND INFORMATION]

Discussion: [SUMMARY OF DISCUSSION]

Motion: [SPECIFIC ACTION PROPOSED]

Made by: [NAME] **Seconded by:** [NAME]

Vote:

- In Favor: [NAMES] representing [%] of ownership
- Opposed: [NAMES] representing [%] of ownership
- Abstained: [NAMES] representing [%] of ownership

Result: ☑ APPROVED ☐ DENIED ☐ TABLED

RESOLUTIONS ADOPTED

Resolution [NUMBER]: [TITLE]

Date: [DATE]

WHEREAS, [RECITAL/BACKGROUND STATEMENT]; and

WHEREAS, [ADDITIONAL RECITAL IF NEEDED]; and

WHEREAS, [ADDITIONAL RECITAL IF NEEDED];

NOW, THEREFORE, BE IT RESOLVED that [SPECIFIC ACTION OR DECISION];

BE IT FURTHER RESOLVED that [ADDITIONAL PROVISIONS IF NEEDED];

BE IT FURTHER RESOLVED that [ADDITIONAL PROVISIONS IF NEEDED].

Vote:

- In Favor: [NAMES] representing [%] of ownership
- Opposed: [NAMES] representing [%] of ownership
- Abstained: [NAMES] representing [%] of ownership

Result: ☑ ADOPTED ☐ REJECTED

ANNOUNCEMENTS AND MEMBER COMMENTS

[SUMMARY OF ANY ANNOUNCEMENTS, GENERAL COMMENTS, OR NON-ACTION ITEMS]

NEXT MEETING

Date: [DATE] **Time**: [TIME] **Location**: [LOCATION] **Purpose**: [ANNUAL / REGULAR / SPECIAL]

ADJOURNMENT

Motion to Adjourn: Made by [NAME] **Seconded by:** [NAME]

The meeting was adjourned at [TIME].

CERTIFICATION

I hereby certify that the foregoing is a true and correct record of the meeting held on [DATE].

Secretary/Recorder:

[NAME] [TITLE] Date: _____

Approved by:

[PRESIDING OFFICER NAME] [TITLE] Date: _____

ATTACHMENTS

The following documents were presented at or relate to this meeting:

- [ ] Financial statements for [PERIOD]
- [ ] [DOCUMENT NAME]
- [ ] [DOCUMENT NAME]
- [ ] [DOCUMENT NAME]

These minutes should be maintained with the Company's official records and made available to all Members upon request.