

## **Sample of 1<sup>st</sup> Trust Meeting Script:**

This is a sample of what to say verbally together with the two trustee's at the time/date/location of the 1<sup>st</sup> trust meeting. It is a sample based on the agenda that your first trust meeting is going to have. You can have this meeting on the phone, at a physical location together, through Skype/join.me or any other means. You may wish to have your meeting using an encrypted / private technology if don't through any technology.

**[NOTE About the Exchanger:** The exchanger needs to be at the 1st meeting and also get a copy of REGISTRY OF TRUST CERTIFICATES. This is OK if the exchanger is the 1st trustee or 2nd trustee but if it's another party, you wish to make sure that they are included at the MEETING OF THE MINDS, so adjust your script/meeting with the 3 people, and make sure that they get those 2 copies and get to select/be aware who the beneficiares are, what the arrangement is to set up the trust, for whose benefit, who the parties are, what is going on, etc. Usually you will just want the 1<sup>st</sup> trustee (you) to be the Exchanger here to keep it simple.]

### **PARIEST PRESENT:**

1. 1<sup>ST</sup> TRUSTEE (YOU)
2. 2<sup>ND</sup> TRUSTEE (YOUR BEST FRIEND/ ALLY IN COMMERCE STUDY)
3. THE THIRD PARTY EXCHANGER (IF IT IS NOT EITHER THE 1<sup>ST</sup> OR 2<sup>ND</sup> TRUSTEE) – TO KEEP IT SIMPLE, YOU SHOULD MAKE THE 1<sup>ST</sup> TRUSTEE OR 2<sup>ND</sup> TRUSTEE ALSO JUST BE THE EXCHANGER.

### **SAMPLE OF WHAT IS PHYSICALLY SPOKEN AT THE MEETING:**

Calling to Order the MARK JOHN SMITH TRUST... Today is \_\_\_\_\_day, Month Day, of 2015. Who is going to take the meeting minutes as Secretary for today? Hand-write or type out minutes.

Present Here are myself, mark-john of the family smith, and “\_\_\_\_\_” [your second trustee]. I, mark-john of the family smith will act as the CHAIRPERSON of this meeting, and \_\_\_\_\_ [second trustee? Or you] will act as Secretary and record meeting minutes.

First order of business.... The Mismanagement of this Trust and the Re-Organization and Proper Management of this Trust at the direction of the Grantor, and at my sui juris capacity. Background: The Trust has become fully operational as a separate legal entity on (birthdate), as evidenced by the Birth Certificate number 83838933, and a certified copy thereof shall remain in the addendum and Trust official books and records attached hereto.

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As John-Henry of the family and house of Doe, as the Creator and Grantor The Trust of JOHN HENRY DOE, let the affirm on and for the record that the Trust has been left improperly managed, and that I am appointing myself, John-Henry of Doe, as the first Trustee of the Trust, due to the fraud and deceit involved in the mismanagement of the trust, and based on my own sui juris capacity as the creator. I have enrolled Susie Smith to consider positions as the Second Trustee of said Trust here today. Once we have 2 trustees and formalized that, we can conduct the further trust business today. \_\_\_\_\_, [Second trustee], as your role as Trustee, you must pledge to manage, protect and preserve the trust estate through the prudent exercise of the powers and authorities provided to you by this trust/contract. All actions by the Trustees must have a consensus of the majority of the Board of Trustees. \_\_\_\_\_, please review and sign the acceptance as trustee position paperwork, do you wish to accept this position? Yes. Raise your right hand and repeat after me "I, \_\_\_\_\_, solemnly pledge to manage, protect and preserve the trust estate through the prudent exercise of the powers and authorities provided to me by this contract "Declaration of Trust of JOHN HENRY DOE TRUST". Ok great, put today's date on it, make a copy for your records, and keep the original in the Trust Minutes / send the original to me for as I will be secretary and keep the official books and records at (location: ) \_\_\_\_\_.

Discussion – "Should we send some notices to the government and secretary of state, etc, who were mismanaging the trust as fraudulent trustees?" I motion that this ucc-1, legal notice and demand, notification of record, etc etc be sent /filed/recorded according to the wishes of the first trustee

Next order of business, we have a proposal for the Trust, from \*Exchanger\*, to which is attached as an Addendum to this Meeting. \_\_\_\_\_ has offered to pledge this Security Agreement \_\_\_\_\_ and this \_\_\_\_\_ into the trust. Do we have and are all members of the board reviewing the bill of sale? Do you have a copy of the security agreement and have you read and reviewed all that? OK good. OK...I move for the board to approve of it. Second trustee...seconds motion by saying "I second that motion" OK it is carried and RESOLVED. Let the record show the JOHN HENRY DOE TRUST has approved the security agreement "05131975-JHD-SA" of and authorize the issuing of \_\_\_\_ Certificates to the Exchanger - \_\_\_\_\_. Can the secretary please document this in the Schedule A of the Trust, and let's make sure that within 30 days, one of the trustees send the certificate with a the cover page notice here to the beneficiaries. Can we agree on this notice that I drafted up? OK it is Resolved... OK. These are the official stickers for the trust property, attached, and within 30 days from when property is put into the trust, the trust shall have a policy to put the sticker on certain tangible property that a trustee deems necessary, and to take a photograph of the property with the sticker on it, for security purposes.

Next order of business, the Trust is in immediate need of a person or persons to serve as managing directors, and secretary. The Managing director's responsibilities are to a) be authorized to conduct day to day routine business without need for Board action, b) to hold Trust business meetings, and to appoint assistants or hire personnel as deemed necessary and c) to be authorized to open one or more

checking or savings accounts at a financial institution of the manager's choice and maintain such accounts at the managers discretion. All questions about legal determinations, tax planning, exchanges or purchases of real or personal property, the issuance of trust certificate units, and other such important matters shall require approval of the board. Now, the Secretary shall – a) keep minutes of all future business meetings and Board of Trustees meetings, act in the best interests of all Trust Certificate Holders through prudent record keeping of certificate transfers and other business respecting the holders and this trust. All Trustees, Officers, and Agents of this Trust shall a) respect, keep and preserve the privacy of Trust business dealing, records, and the like, and b) not divulge private information to third parties or government agencies or courts without express consent of the Board of Trustees. Other officers besides Trustees shall a) be independent contractor, b) execute a written contract with the Trust setting forth any specific duties, responsibilities, general working relationship, services to be rendered, and compensation, c) execute each contract by the Board of Trustees, or the managing directors or secretary and recorded in the minute book.

Discussion..... I make a motion to have myself, john-henry of the family doe to be managing director and/or secretary, and to make \_\_\_\_\_ (second trustee) the \_\_\_\_\_. Discussion: Under what conditions? 1. Lets discuss the liability - Hold harmless agreement will act as a bond and the trust assets will incur any liability, etc. You will sign as trustee, etc etc... to make the trust liable not you individually, etc etc..... Can we agree on a unanimous resolution or would you wish to counter? 2. Let's discuss the terms of getting out of this position – the contract says you can leave at any time with a resolution of the board of trustees as soon as another competent individual is appointed to take your place. "I second that motion" Let the record show that the motion is carried, and it is hereby RESOLVED that xxxxxxxx shall serve as Managing Director and YYYYYY shall serve as Secretary/\_\_\_\_\_/manager/etc (pick). Each trustee may sign and re-submit to the records of the trust and keep a copy for yourself, the HOLD HARMLESS AGREEMENT.

Next order of business, is to approve this abstract of trust, and banking resolution. RESOLVED.

Next order of business, is to appoint 2 fiduciaries for handling trust business. See Form 56 and the Bond. RESOLVED.

There being no more business before the board, this meeting is adjourned until such time when either trustee requests or requires a meeting.

Motions

Yay or Nay