

ComplianceE-News ♦ *Published by The Consortium* ♦ February 28, 2007 – page 12

Good Habit #14

If you are operating as a corporation, there are certain rules you must follow. One is that you keep a minute book that documents what is discussed at your annual meetings and any other important information about your business (such as a change in your address). There's a good chance that as a small business owner you could find yourself involved in litigation, and if your minute book isn't updated, you could be in big trouble. If an opposing attorney brings your minute book into play and discovers that it hasn't been updated in accordance with rules that corporations must follow, he could say that you are operating as a sole proprietorship. He could sue for not only your business assets, but your personal assets as well. If your book is already updated, it will help you get your legal case off to a good start and will allow your attorney to focus on the important details of the case. Keeping your minute book up-to-date can save you from problems in the future. *Ty Freyvogel, The Entrepreneur's Lab* **To read 15 good business management habits, go to: www.entrepreneurslab.com/press.html**