

Conducting Minute Book Reviews and Solving Minute Book Problems

CHAIR: **Howard Simmons**, *Simmons da Silva LLP*

SPEAKERS: **Xi Chen**, *Cassels Brock & Blackwell LLP*

Deanne Henry, Senior Law Clerk, *Torys LLP*

March 6, 2019
12:00 p.m. – 1:30 p.m.
Total CPD Hours = 1 h 30 m Substantive

Law Society of Ontario
130 Queen, Street West
Toronto, ON

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Agenda

12:00 p.m. – 12:05 p.m. **Welcome and Opening Remarks**

Howard Simmons, *Simmons da Silva LLP*

12:05 p.m. – 12:20 p.m.	The Steps to Conducting Minute Book Reviews (include discussion of avoiding corporate records fraud) <i>Xi Chen, Cassels Brock & Blackwell LLP</i>
12:20 p.m. – 1:15 p.m.	Discussion of Minute Review Scenarios: Problems and Solutions <i>Howard Simmons, Simmons de Silva LLP</i> <i>Xi Chen, Cassels Brock & Blackwell LLP</i> <i>Deanne Henry, Senior Law Clerk, Torys LLP</i>
1:15 p.m. – 1:30 p.m.	Question and Answer Session
1:30 p.m.	Program Ends