

Board Meeting Goals, Agenda & Handouts

[date]

Goals

- Review and approve administrative items
- Review last quarter results
- Discussion and decisions on [big topic #1]
- Discussion and decisions on [big topic #2]
- Board executive session review of CEO performance

Agenda

1. 8:00am: Consents decisions (1 min)
 - a. Minutes from last board meeting
 - b. Renewal appointment of directors
 - c. Approval of stock option grants
 - d. [other items]
2. 8:05am: Progress on items raised at last board meeting (10 min)
3. 8:15am: Past quarter highlights/lowlights (30 mins)
 - a. Including unaudited financials
4. 8:45am: Company Dashboard(s) Review (30 mins)
5. 9:15am: Break
6. 9:30am: Big Topic #1 (1 hour)
7. 10:30am: Big Topic #2 (45 mins)
8. 11:15am: Break
9. 11:30am: Executive Session (30 mins)
10. 12pm: End

Handouts

- Consent resolution packet
- Financials through last quarter
- Highlights/Lowlights for last quarter
- Company dashboard(s) – by functional area
- Primer for [big topic #1]
- Primer for [big topic #2]