#### **BOARD MEETING AGENDA**

Board Meeting Date: XXXX Location: XXXX

## Estimated

			2000	iime
1.	In-ca	mera Session		30 mins
2.	Meeting Opening			
	2.1 Apologies			
			t of Interest Disclosures	0202000000000000000
	2.3	Previous Minute	rs	30 mins
		2.3.1 Confirma	ition	
		2.3.2 Matters A	Arising/Action List	
	. Matters for Decision:			
	3.1 Major strategy decisions (always have board paper and			
		recommendations)		60-120
	3.2	Routine decisions including capital equipment approval		minutes
		and expenditure (discussed only if requested by a		
		director)		
	Matters for Discussion			
	4.1	CEO's Report		
			Significant Issues	
		4.1.2 Matters		
			on Strategic Plan Implementation	
			ey Performance Indicators	
			Compliance Update	
	1993	4.1.6 Matters	for Noting	60-120
		2 CFO's Report		minutes
	Matters for Noting [discussed only on exception basis]			
		Major Correspondence		
		Company Seal		10 minutes
		Updated board calendar		
		4 Other matters for noting		
6.	Meeting Finalization			
		Review actions to be taken		
		Meeting evaluation		10 minutes
		6.3 Next meeting		
	6.4	6.4 Meeting close		

# **Sample Agenda Format For Board Meeting**

**S Ashworth** 

**Sample Agenda Format For Board Meeting:** 

The Enigmatic Realm of Sample Agenda Format For Board Meeting: Unleashing the Language is Inner Magic

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