BOARD MEETING AGENDA

Board Meeting Date: XXXX Location: XXXX

Estimated

			500	ilme
1.	In-ca	-camera Session		
2.	Meeting Opening			
	2.1 Apologies			
	2.2	Directo	or Conflict of Interest Disclosures	020200000000000
	2.3	Previo	us Minutes	30 mins
		2.3.1	Confirmation	
		2.3.2	Matters Arising/Action List	
	Matters for Decision:			
	3.1	3.1 Major strategy decisions (always have board paper and		
		recom	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		Report	
			Current Significant Issues	
			Matters for Approval	
			Update on Strategic Plan Implementation	
			Major Key Performance Indicators	
			Risk and Compliance Update	
			Matters for Noting	60-120
			Report	minutes
5.	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
		Next n		
	6.4	6.4 Meeting close		

Sample Agenda Format For Board Meeting

Christian G. Meyer

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