BOARD MEETING AGENDA

Board Meeting Date: XXXX Location: XXXX

Estimated

		Time
1. In-	-camera Session	30 mins
2. Me	eeting Opening	
	2.1 Apologies	
2	2.2 Director Conflict of Interest Disclosu	res
2	2.3 Previous Minutes	30 mins
	2.3.1 Confirmation	
	2.3.2 Matters Arising/Action List	
	atters for Decision:	
3	3.1 Major strategy decisions (always have	
	recommendations)	60-120
3	3.2 Routine decisions including capital e	quipment approval minutes
	and expenditure (discussed only if re	equested by a
	director)	
	atters for Discussion	
4	1.1 CEO's Report	
	4.1.1 Current Significant Issues	
	4.1.2 Matters for Approval	N 22024
	4.1.3 Update on Strategic Plan Imp	
	4.1.4 Major Key Performance Indic	
	4.1.5 Risk and Compliance Update	
	4.1.6 Matters for Noting	60-120
	1.2 CFO's Report	minutes
	atters for Noting [discussed only on	exception basis]
	5.1 Major Correspondence	
	5.2 Company Seal	10 minutes
	3.3 Updated board calendar	
	5.4 Other matters for noting	
	eeting Finalization	
1000	5.1 Review actions to be taken	10 gp_mmmgestm2 0110
	3.2 Meeting evaluation	10 minutes
	5.3 Next meeting	
- 0	6.4 Meeting close	

Sample Agenda Format For Board Meeting

Albert A Gayle

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