

2. Board Meeting Agenda Template

Board Meeting Agenda

Date: May 1st

Time: 1:00 - 2:30 PM CT

Location: Zoom

Attendees: Bob, Rick, Karen, Jessica, Dan, Jason

Supporting documents: Financial Report, Proposed Initiatives

Objective:

Review Q4 budget, investment strategy, product updates, and new business opportunities.

Agenda items:

- Call to order & welcome (5 minutes)
- Approval of previous minutes (10 minutes)
- Financial report & budget update (15 minutes)
- Presentation of major initiatives/decisions (20 minutes)
- Committee reports (10 minutes)
- Strategic discussions (15 minutes)
- Other business & announcements (10 minutes)
- Next steps & adjournment (5 minutes)

Action items & next steps:

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Key decisions:

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