

Sample Board Meeting Agenda

BOARDS: PREPARATION, PROCESS & MEETINGS



**Aspen Family
Business Group**

Call to Order (by the Board Chair)

- a. Approval of minutes of the most recent past board of directors meeting

CEO Report on Company Strategy Current Year & Next Two Years

- a. Review of strategy approved by board
- b. Suggested adjustment based on current developments
- c. Special issue

Senior Management Team Report on Company Performance and Operations Current Quarter & Year to Date

- a. Board discussion of data posted on board book

Committee Chair Report of the Nominating & Governance Committee

- a. Approval of minutes of the most recent past governance committee meeting
- b. Confirmation of future board meeting dates
- c. Motion to elect new board member (vote conducted in executive session)
- d. Action on offered resignation letter of board member
- e. New risk committee charter approval
- f. Report on board evaluation

Committee Chair Report of the Audit Committee

- a. Approval of minutes of the most recent past audit committee meeting
- b. Review financial statements
- c. Review financial projections

Committee Chair Report of the Finance & Investment Committee

- a. Review budget adjustments
- b. Review current-year financial projections
- c. Discuss committee role vs. audit committee

Closing Executive Session

Adjourn Meeting