

Board of Directors Meeting, Agenda

Date of Meeting:

Place of Meeting:

Items on the Agenda:

1. Approval of Minutes of last meeting.
2. Itemized list of topics.
3. Update from company.
4. Board members contacts with potential customers or other useful parties.
5. Board member issues, questions, or concerns.
6. Question and answer period.
7. Concluding comments.

This Board meeting agenda is sent to you in advance of the meeting so you can prepare for it and make additional suggestions you have with regard to topics to be discussed. Please promptly fax us any of these suggestions so we can be prepared to incorporate your issues, questions, or concerns into the meeting format. Note that we have made specific provision for these matters in Agenda item #5.

Perhaps even more importantly, we welcome any contacts you may have for us to follow-up with to get new customers. Any help you can give us in this regard yourself personally or through your own network, would be much appreciated by your fellow Board Members, the shareholders, and the management of the company.

We look forward to seeing you at the next Board meeting of your company and receiving your input. We are having an informal dinner the night before the meeting at: _____ (time and place) for Board members. The purpose is to encourage a wide ranging discussion among the members that permits some brain storming as to what we should be doing to best increase shareholder value. I hope you will join us.

Best regards,

President

PS. Let us know if you can make the meeting by email, phone, or fax. Even if you don't think you can make it now, hold open the option and just show up at the last minute if you can! Thanks.

Board of Directors Meeting, Agenda Review List

This review list is provided to inform you about this document and assist you in its preparation. Board meetings can be very fruitful events, especially in small to medium companies that lack the breadth of larger companies in senior management. These members can bring you a great deal of helpful advice, contacts, suggestions, and strategies.

Serious people want advanced agendas. To the extent you can provide advance data to your members, you will get better results. You need to do this in the good times so in the bad ones you can lean on them for their advice, counsel, and financial support.

1. Sign the letters personally. Inscribe a personal note. Provide directions to the restaurant or other location of the dinner. Include product, service, or other information with the letter to peak their interest and demonstrate your concern for them personally.
2. Keep a copy for your minute book. Also, bring the Agenda to the meeting and work off of it. Include the Agenda letter in the corporate minutes as part of the meeting, by referencing it in the meeting itself.