# A Simple Board Meeting Agenda

## Goal

Guide strategy, operational issues, policy, and compliance items.

## Agenda

### 1.0 Meeting Opening (10 minutes)

* Welcome
* Apologies
* Approval of Minutes from previous meeting

### 2.0 Formal Approvals (10 minutes)

*List items requiring formal approval with limited discussion.*

### 3.0 Chief Executive’s Report

### 4.0 Chief Financial Officer’s Report

### 5.0 Operational Policy Issues

### 6.0 Strategic Issues

### 7.0 Any Other Business

### 8.0 Meeting Closing

* + - Review actions from this meeting
    - Next meeting
    - Adjournment

## Resources

See full details about this template on the Lucid Meetings website.

<http://www.lucidmeetings.com/templates/simple-board-meeting>