**Board Meeting Preparation and Template Outline**

* Preparation and Powerpoint Basics
* Metrics, graphs, visuals
* Prior period, present situation, next 30-90 days.  Sometimes the 1-2 year plan review.
* Time estimate for each section
* Core packet short with appendices
* Get to Board at least 24 hours before the meeting, 2-3 days better. Plan ahead!
* Functional slide outline > highlights, objectives, challenges
* Have lawyer take and distribute notes for company business and legal matters section

**Company Name - Board of Directors Meeting - Date, 2023**

**Company Business (this would be the formal legal part of the meeting where Board votes are needed)**
- Approval of prior meeting notes
- Corporate Resolutions (could be around funding, changing any legal docs)
- Key Hires (if needed for a C level person.  Usually includes conversation around compensation including options)
- Option Plan (If needed > setting up, changes to the plan, adding options to the pool, grant approvals, etc)
- Other Board Business
- Day, time, place next meeting then vote to adjourn

**General Business (most of this would be presentation and some discussion)**
- CEO Overview - Something short about the general state of the business, milestones, competition, etc.
- KPIs - Financial, traffic, customers, time on site, downloads
- Sales and Business Development - Results, competitive landscape
- Finance - High level reports (revenue, expense, cash), variances/surprises, projections/burn rate/cash forecast, approvals of major expenditures if any
- Product, Development, Engineering - Release plans/dates, staffing
- Marketing - Initiatives, partnerships, SEO/SEM, customer feedback
- Human Resources - staffing updates, searches/hiring, firing, vs. plan