**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