

{INSERT CORPORATION NUMBER HERE}
BOARD OF DIRECTORS MEETING

{Insert Date Here}

{Insert Time} p.m.

{Insert Location}

AGENDA

1. Call to Order	
2. Approval of Minutes from {insert date here} board meeting	5 mins.
3. Acceptance of Financial Statements – {insert date of statements here}	5 mins.
4. Committee Reports {insert committee names here}	15 mins
5. Management Report – {insert date of report here}	20 mins
6. Items Arising from Previous Minutes	15 mins
7. New Business Insert Item here Insert Item here	15 mins
7. Adjournment/Next Meeting	