



**Exemplar
1 October 2013**

Board of Directors Sample Meeting Agenda

7 February 2013

A regular Board meeting will be held at the company headquarters in Austin, Texas on Thursday 7 February 2013 at 9:00 AM.

Boardmembers anticipated to attend:

Joe J Jones, Chairman	Bob B Smith, Vice Chairman
Pete P Peterson, Independent Director	Sam S Samuelson, Independent Director
Jane J Janeson, Independent Director	Joseph J Josephs, President, CEO, Director

Committee meetings

___ 8:00 AM, Independent Directors meeting
___ 8:30 AM, Audit Committee meeting
___ 3:00 PM, Compensation Committee meeting

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|--|-----------------------------|
| ___ 1. Review and approve meetings from last meeting | [CEO, 5 minutes] |
| ___ 2. Review financial performance from prior period, YTD | [CFO, 20 minutes] |
| ___ 3. Review forecast for balance of year | [CFO, 20 minutes] |
| ___ 4. Review capital raising efforts | [CEO, CFO 20 minutes] |
| ___ 5. Review and discuss cash on hand, runway | [CFO, 15 minutes] |
| ___ 6. Review and discuss website analytics | [CTO, 10 minutes] |
| ___ 7. Review and discuss product development | [CEO, CTO, CMO, 15 minutes] |
| ___ 8. Review and discuss marketing performance | [CEO, CMO, 15 minutes] |
| ___ competition | |
| ___ pricing | |
| ___ 9. Review and discuss staffing issues | BB |

___ cost weighted organization chart

___ FTE graph

___ total headcount graph

___ benefits

___ 10. Review and discuss acquisitions BB

___ 11. Review and discuss regulatory issues BB

___ 12. Review and discuss litigation, legal issues BB

___ 13. Review and discuss legislative initiatives BB

___ 14. Review and discuss capital structure BB

___ 15. Review and discuss insurance and claims BB

___ 16. Execute pertinent Resolutions to document decisions [5 minutes]

___ 17. Education topic [TBD, 30 minutes]

___ 18. Brainstorming [30 minutes]

___ 19. Parking lot issues [10 minutes]

___ last meeting

___ this meeting

___ 20. Set next meeting

Horizontal lines for notes.