

## ABC Monthly Board Meeting Sample Agenda

<b>DATE:</b>	<b>START TIME: <u>10.00 AM</u></b> <b>END TIME: <u>11.30 AM</u></b>	<b>LOCATION:</b>		
<b>PURPOSE</b>	<ol style="list-style-type: none"> <li>1. To review and improve business performance and</li> <li>2. To address any issues/risks</li> </ol>			
AGENDA ITEM	AGENDA TOPIC(S)	START TIME	WHO	NOTES/ATTACHMENTS
1. OPENING	<ul style="list-style-type: none"> <li>• Previous minutes approval</li> <li>• Matters arising</li> </ul>			
2. CASH /RESERVES	<ul style="list-style-type: none"> <li>• Cash balances</li> <li>• Cash flow forecast</li> <li>• Cash issues</li> </ul>			
3. PROFIT	<ul style="list-style-type: none"> <li>• Current/Past sales performance</li> <li>• Current/Past cost performance</li> <li>• Current/Past profit performance</li> <li>• Forecasts</li> </ul>			
4. PEOPLE	<ul style="list-style-type: none"> <li>• Customer experience</li> <li>• Showcase great service</li> <li>• Service/staff issues</li> </ul>			
5. OPERATIONS	<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• Premises</li> <li>• Legal</li> <li>• Other</li> </ul>			
6. MARKETING	<ul style="list-style-type: none"> <li>• Social Media Engagement</li> <li>• Social Media Calendar</li> </ul>			
7. STRATEGIC PLAN	<ul style="list-style-type: none"> <li>• Update on progress</li> <li>• KPIs report</li> </ul>			
8. OTHER				
9. OTHER				
<b>ADDITIONAL NOTES</b>				