



THE ADMIN

— COMMUNITY —

BOARD MEETING PLANNING CHECKLIST

Managing the logistics for a board meeting with a group of executives and investors can be daunting, but breaking down the tasks into manageable steps can make it less intimidating and easier to accomplish!

- Determine the date, time, and location of the meeting.
- Create and circulate the meeting agenda.
- Confirm the attendance of all board members and guests.
- Collaborate with the venue to arrange catering and setup.
- Organize travel and accommodations for out-of-town attendees, if needed.
- Secure any necessary audiovisual equipment or technology.
- Assemble and prepare any necessary documents or presentations.
- Share meeting materials and packets with all attendees.
- Confirm any additional logistical details, such as transportation or parking.
- Share minutes or notes post-meeting with all attendees, and then tackle all pressing action items or next steps.

Remember, it's crucial to reflect and develop! After the meeting, be sure to gather feedback from participants and apply it to improve future board meetings.