

## SAMPLE

# EXAMPLES OF AGENDA TOPICS FOR FAMILY BUSINESS MEETINGS

### Sample Shareholder Meeting Topics

- Elect directors
- Approve major transactions
- Change the corporate charter
- Approve selection of auditors
- Communicate financial results
- Interact with management

### Sample Board Meeting Topics

- Update on director search
- Review board mission statement and update if necessary
- Manage report on financial results
- Update on strategic planning
- Discuss proposed geographic expansion
- Review top-management performance appraisals
- Hear report from successor candidates
- Review minutes from latest family meeting

### Sample Family Meeting Topics

- Family history update
- Family retreat plans
- Family development session
- Discussion of family values statement
- Presentation of family member pay and incentive plans
- Recognition of family member achievements
- Update on succession planning
- Report by philanthropy committee
- Family dinner

Source: Adapted from C.E. Aronoff & J. L. Ward, 2002. Family meetings: how to build a stronger family and a stronger business. Family Business Leadership Series.