

SAMPLE FAMILY MEETING AGENDA

Schedule

Breakfast -- 7:30 AM
Meeting – 8:00 AM
Break – 10:00 AM
Meeting – 10:15 AM
Family Lunch – 12:00 PM

Agenda

- 8:00 – 8:10 **Call to order**
Review draft confidentiality policy (chair)
- 8:10–8:45 **Family history roundtable**
(full family discussion led by outside facilitator or advisor)
- 8:45–9:30 **Develop family mission statement**
(full family discussion led by outside facilitator or advisor)
- 9:30–10:00 **Introduction to estate documentation**
(presentation by advisor or lawyer)
- Wills
 - Executors
 - Financial power of attorney
 - Living wills
- 10:00 **Break (15 minutes)**
- 10:15–11:15 **Governance**
- 11:15–11:45 **Commitments to update estate plan documentation**
(all)
- 11:45–12:00 **Suggestions for agenda items for next meeting**
Ex. Strategic Philanthropy
(all)
- 12:00 **Meeting adjourned – Lunch**
(family only)

Chair: _____

Attendees: _____

Minute Taker: _____