

PLAN AHEAD

- Set the Board and Committee Meeting schedule a year in advance on a rolling basis – and try not to change the Board dates.
- Prepare an Annual Calendar of Events with Major Action Items:
 - Annual Budget
 - Strategic Planning
 - Executive Compensation and Option Grants
 - Annual Meeting Elect Directors, Set Committees, Approve Auditors, etc.

How To Conduct A Board Meeting

Jin-Ying Zhang

How To Conduct A Board Meeting:

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