

PREP CHECKLIST FOR BOARD MEETINGS

- Do advance research about the company**
 - Website**
 - Customers**
 - Social media**
 - Executives on LinkedIn**
 - Annual report**
 - Proxy statement**
 - Press items**
 - Google search**
- Review materials sent by Chairman in advance**
- Arrange opportunities to meet other board members**
- Meet the CEO to discuss strategy**
- Meet the GC to discuss legal and regulatory issues, is government affairs important**
- Meet folks to understand sales and marketing approach**
- Meet the nominating and governance committee chair**
- Participate in new board member orientation**
- Prepare to ask questions to prepare a rough SWOT to understand the company's strengths, weaknesses, opportunities and threats**
- Understand why the company recruited me – experience, what can I contribute**
- Add the buying of stock to financial plan**
- Ask questions to provide for more discussion and allow for a deeper examination of issue**
- Be conscious of time and maximize the time in meetings**
- Do not monopolize any conversation**
- Be cautious about talking about previous experience**
- Ask for feedback, participate in director evaluation process**
- Celebrate wins, be proud, be an advocate**

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