OTTAWA NETWORK FOR EDUCATION RÉSEAU D'OTTAWA POUR L'ÉDUCATION

JUNIOR ACHIEVEMENT JEUNES ENTREPRISES

BOARD MEETING AGENDA OUTLINE

1. Call to Order

- President introduces guest(s).
- Introduce the business's product.

2. Corporate Secretary

- Take attendance.
- Declare a quorum (if more than 50%).
- Number of shareholders.

3. Departmental Reports

Production

- Number of products produced to date.
- Number of products expected to be produced during the next period.
- Value of material purchases.
- Material cost of each product purchased.
  Production cost of each product produced.

Marketing and Sales

- Number of products sold to date.
  Sales income to date.
- Number of unsold products at the end of this period.
- Number of products expected to be sold during the next period
- Current selling price.
- Current commission rate per product.

Human Resources

- Current membership.
- Average attendance to date.
- Number of meetings held to date with 100 percent attendance.
- Vale of the payroll to date.
- Number of members dropped to date.

Finance

- Current share value.
- Amount of earnings/loss per share.
- Value of accounts payable.
- Cash on hand.
- Loans outstanding.

Information Technology Services

- Accomplishments to date. (number trained, e-mails added, etc)
- Impact and benefits of activities to date.

4. Company Discussion

(Facilitated by the President/Business Advisor)

- What are our problems?
- What suggestions do we have to improve our business?
- What changes do we wish to make to our business operation?
- Does our business have a viable product?
- Will our business be profitable?
- Is our management team doing the best job possible in managing our business?

5. Recognition

(Facilitated by management team and Business Advisors)

- Special sales awards – Vice-President of Marketing.
- Outstanding sales performer to date – Vice-President of Marketing.
- Members with 100% attendance – Vice-President of Human Resources. Recognize accomplishments of the business to date – President.
- Outstanding production performer to date – Consultant – Vice-President of Production.

6. Old Business

- Items from previous meetings which have not as yet been resolved

7. New Business

- Announcements of interest to members.
- Establish production objective for next period.
- Establish sales objective for next period.
- Ask if any other "new business".

8. President's Report

- Summary of business problems identified and the discussed solution. Challenge for business in the upcoming weeks.

9. Advisor's Comments

10. Adjournment

- President asks for a motion to adjourn the meeting.