

Small Business Advisory Board Meeting Template

A Publication of

Mosaic Business Advisors
www.MosaicBusinessAdvisors.com

MOSAIC
BUSINESS ADVISORS

Create a Focused Meeting Agenda

Every advisory board meeting should have a purpose. Rather than trying to cover every issue facing your business, focus on the most important strategic questions.

Ask yourself: **What is the biggest challenge or opportunity where outside advice could really add value?**

This will help you set your agenda.

A typical advisory board agenda may include the following:

- **Business performance update:** Review key financial and operational results.
- **Review of prior recommendations:** What has been done and what remains outstanding.
- **Primary strategic discussion:** Focus on one or two significant business challenges or opportunities.
- **Recommendations and next steps:** What can be done, priorities, and who will do it.
- **Future priorities:** What issues should be addressed at upcoming meetings.

Keep the discussion focused on strategic issues rather than day-to-day operational details.

Promote discussion and encourage new perspectives. One of the main benefits of having an advisory board is getting a fresh perspective. You don't have to agree with everything. Healthy disagreements can result in better decisions.

Make Every Advisory Board Meeting Productive and Action-Oriented

An effective advisory board meeting should focus on the business challenges and opportunities that matter most. Use this template to organize your meetings, encourage meaningful discussions, and turn valuable advice into practical next steps.

Meeting Agenda

Business Name: _____

Meeting Date: _____

Time and Location: _____

Meeting Facilitator: _____

Advisory Board Members Attending:

_____

_____

Primary Meeting Objective:

_____

_____

Meeting Agenda

Agenda Item	Time	Discussion Focus
Welcome and Meeting Objectives	5 minutes	Review agenda and expected outcomes
Business Performance Review	15 minutes	Review key metrics, achievements, and challenges
Previous Action Items	10 minutes	Discuss progress on prior recommendations
Strategic Discussion	40 minutes	Address the most important business challenge or opportunity
Recommendations and Action Planning	15 minutes	Identify priorities, responsibilities, and next steps
Open Discussion	10 minutes	Gather additional insights and perspectives
Wrap-Up and Next Meeting	5 minutes	Confirm decisions, assignments, and follow-up

Total Meeting Time: 100 minutes

1. Welcome and Meeting Objectives

Review the meeting's purpose and the key issues that need attention.

Questions to consider:

What is the most important outcome we want from today's meeting?

_____

_____

_____

Are there significant developments the board should know about?

_____

_____

_____

What decisions or recommendations do we need from the group?

_____

_____

_____

2. Business Performance Review

Provide a brief overview of how the business is performing against its goals.

Suggested areas to review:

- Revenue, profitability, and cash flow
- Sales and customer acquisition
- Operational performance and efficiency
- Employee and leadership developments
- Progress toward strategic business goals

Key accomplishments since the last meeting

_____

_____

_____

Current challenges or concerns:

_____

_____

_____

3. Review Previous Action Items

Discuss progress on recommendations and initiatives identified during the previous meeting.

Action Item	Responsible Person	Status	Notes

Discussion Questions:

- What progress has been made?
- What obstacles have prevented completion?
- Are adjustments needed to keep initiatives moving forward?

_____

_____

_____

4. Strategic Discussion: Key Business Challenge or Opportunity

This is the most important part of the meeting. Focus on one or two significant issues where the advisory board's experience can provide meaningful guidance.

Primary issue for discussion:

_____

_____

_____

Background and current situation:

_____

_____

_____

Questions for the advisory board:

- What options should we consider?
- What risks or challenges might we be overlooking?
- What opportunities could we pursue?
- What resources would we need?
- What would you recommend as our next step?

Key insights and recommendations:

_____

_____

_____

5. Recommendations and Action Planning

Summarize the board's recommendations and determine which actions the business will pursue.

Recommended Action	Responsible Person	Priority	Target Date

Decisions made by the business owner:

_____

_____

_____

Additional information or resources needed:

_____

_____

_____

6. Open Discussion

Allow time for board members to raise issues, share observations, or suggest opportunities that weren't included in the formal agenda.

Additional topics or suggestions:

_____

_____

_____

7. Wrap-up and Next Meeting

Before concluding, confirm the key takeaways and expectations for follow-up.

Top three priorities before the next meeting:

1. _____

2. _____

3. _____

Next meeting date: _____

Potential topics for next meeting:

_____

_____

_____

Advisory Board Meeting Preparation Checklist

To get the most value from your meeting, complete these tasks in advance.

Confirm the meeting date, time, and attendees	☐
Identify the primary business challenge or opportunity for discussion	☐
Prepare current financial and operational performance reports	☐
Review action items from the previous meeting	☐
Develop and distribute the meeting agenda	☐
Share relevant background materials with board members	☐
Prepare specific questions that require outside expertise	☐
Allow members enough time to review materials before the meeting	☐

After the Meeting: Follow-Through Checklist

Summarize key recommendations and discussion points	☐
Document decisions made by the business owner	☐
Assign responsibility for approved action items	☐
Establish realistic deadlines	☐
Share meeting notes and action items with participants	☐
Schedule progress reviews as needed	☐
Begin preparing topics for next meeting	☐

Build a Stronger Business with the Right Guidance

As you probably know, when you own a business, you have to put a lot of your time and effort into making it successful. The path to success, however, may require you to think outside the box and learn new things.

With a business advisory board, you can get professional advice and assistance that will help you grow your business and make more profits.

You won't have to face any challenges on your own.

Mosaic Business Advisors knows what it takes to run and manage a business. Our experts are here to help you assess your current business position, identify areas of growth and development, and help you take action. Whether you're looking to adjust your strategy, prepare yourself for expansion, or exit strategy, professional advice will help you get there.

Contact Mosaic Business Advisors to learn how experienced business guidance can help you achieve your goals.