

Board Meeting Notice

Title of the Meeting

Quarterly Board of Directors Meeting

Date and Time

April 15, 2025, from 2:00 PM to 5:00 PM

Location

Executive Boardroom, Corporate Headquarters / Virtual Link: [MicrosoftTeamsLink]

Agenda

- Review of the last quarter's financial performance and strategic outcomes
- Presentation of upcoming strategic initiatives and investments
- Discussion on governance and compliance updates
- Examination of stakeholder feedback and market trends impacting the organization
- Planning session for the next fiscal quarter
- Executive leadership updates and succession planning discussions
- Closing remarks by the Board Chair

Participants

All Board members, the CEO, the CFO, and invited members of the senior management team are required to attend.

Preparation Required

Board members should:

- Review the briefing pack sent via email, which includes financial reports, strategic project updates, and governance documents
- Prepare questions or comments on agenda items
- Submit any additional topics for discussion to the Board Secretary prior to the meeting

Contact Information

Susan Cheng, Board Secretary Email: susancheng@corporate.com Phone: (987) 654-3210

Please confirm your attendance by April 10, 2025, and indicate whether you will be participating in person or via the virtual link. This meeting is crucial for aligning our strategic direction and ensuring continued organizational success.