

AGENDA

Target Company

First Meeting of the Advisory Committee

Date:

Time:

Place:

Participants:

Observers:

Special Invitees:

Themes for Consideration

1. Opening of the Meeting

The founding owner opens the meeting and presents his main personal and family objectives

2. Meeting Objectives

Roundtable Discussion

- Individual ideas and visions
- Individual goals and objectives
- Manage expectations
- Is each person comfortable and at ease with the exercise?

Individual Needs

- The exercise should meet the following individual needs and problems:
 - Accomplishment, control, recognition, free expression, to be able to make and obtain constructive criticism, autonomy, training, personal qualities, aptitudes, knowledge, credibility with employees and managers, sibling rivalry, support and coaching

Individual Projects and Life Styles

- Extent of personal involvement in the business
- Degree of commitment to the business
- Personal motivation and energy levels

- Where they see themselves in 5 years
- Where do they each see the business in 5 years?

See the attachment containing sample topics to be dealt with by the Advisory Committee

3. External Resources

- Who (expert advisors) will attend the first meeting and future meetings

4. The Committee

- Nature of the committee
- Goals and objectives
- Legal framework and governance of the Committee

5. Committee Meetings

- Content of meetings
- Frequency, location and duration of meetings
- Follow-up between meetings
- Performance measures for rating satisfaction level and achievement of meeting objectives

6. Family Strategy and Passing the Torch to the Next Generation

- When?
- How?
 - Conflict resolution (mediation and conflict resolution methods)

7. Your Main Challenges in Day-to-day Management and in Transferring Ownership of the Business

The Company

- Scan / Diagnosis of the current situation (Business – Family)
- Its mission, vision and values and how they are communicated
- Main issues
- The company's Strengths, Weaknesses, Opportunities and Threats (SWOT)
- Strategic and business plans
- Financial modeling (Budgets)
- Performance scorecard
- Business Staging exercise

Individuals – The Family

- Individual personalities
- Communication among family members
- The importance of distinguishing between a family meeting and a formal business meeting: Respective roles as shareholders, employees and family members
- Individual roles, functions, duties and responsibilities and fulfillment of those roles, etc.
- Remuneration
- Leadership
- Individual Strengths, Weaknesses, Opportunities and Threats (SWOT)
- Further training and education
- Coaching

Ownership

- Understanding the company's legal structure
- Maximizing that legal structure
- Maximizing tax planning
- Financial independence
- Financing your withdrawal from the company
- Risks (insurance)