

# Board Meeting Agenda Reminder

Dear [Board Member's Name],

This is a friendly reminder of our upcoming association board meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

## Agenda:

1. Call to Order
2. Approval of Previous Minutes
3. Financial Report
4. Committee Updates
5. New Business
6. Open Forum
7. Adjournment

Please come prepared to discuss the items on the agenda. If you have any additional topics you would like to add, please send them to me by [Deadline].

Looking forward to seeing you all!

Best regards,

[Your Name]

[Your Position]

[Association Name]