ENERGY FOUNDRY

Portfolio Company Template Board Meeting Deck

Overview

This deck is a suggested template to be used by Energy Foundry's portfolio companies to facilitate board meetings and distribute to board members and observers.

As a suggested template, the content outlined in this deck is neither exhaustive nor required at every board meeting; each meeting will require different content – some of which may not be included in this deck.

Content
- Generally speaking, a good board deck is divided into housekeeping and major issues/topics.
- 10-15% of your meeting time should be housekeeping (at most).
- 25-50% of your meeting should be discussing customer/sales, milestones, KPI/metrics and financials
- 35-65% of your meeting time should be major growth objectives or issues. These are the 1-3 key obstacles, priorities, or initiatives at your company that require more in-depth discussion.
- Your deck should be divided into sections. We have included a mock agenda and sample deck on the ensuing pages. This is a suggestive approach. Please adjust as you think make sense.
- Your deck should include more than you plan to discuss in person, especially as your company scales and more data can be reported. The expectation are:
    - For all parties to read the deck in advance. As such, your deck is not a presentation aid but a more complete document that can be read and understood without much commentary.
    - Each section should have a primary page(s) that you'll use talk to during the meeting and then additional pages for support

Design
- Keep things simple. Decks should be presentable, clean, and clear, but don't agonize over beauty. Your board wants to focus on forward progress, not scrutinize your slide design.
- Assume each primary review page will take 3-5 minutes to discuss, so plan the # of pages accordingly
- Board members like consistent look and feel for all board meetings. They also like data, budget to actual, change, projections.
- Many directors and observers prefer all information sent in one file, so be sure to include screen shots from any spreadsheets or product mockups/features you'll discuss.
- It's best to send via PDF, but if you have to send via PowerPoint for some reason, use basic fonts and slide dimensions that all PPT versions and operating systems can cleanly read.

<Company Name>

Board of Directors Meeting

Month XX, 201X

January Board Meeting Agenda

1. General Updates   10:00 – 10:10

2. Customers and Sales   10:10 – 10:25

3. Technology   10:25 – 10:40

4. Financial/Budget   10:40 – 10:55

5. Milestones   10:55 – 11:10

6. Governance & New Business   11:10 – 11:15

7. Board Discussion   11:15 – 11:55
    – Deep dive topic one
    – Deep dive topic two
    – …

    Board Discussion deep dive content often includes:
    - Risk areas
    - Topics you need guidance on
    - Non-formal action requests for Board members
    - Other updates/discussion

8. Future meetings   11:55 – 12:00

Executive Summary

Content often includes:
- Progress since last board meeting
- Current cash position and runway
- Customer progress
- R&D progress
- Action items / input needed from the board

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

7. Board Discussion

8. Future meetings

Recent News

Content often includes:
- Big wins
- Big losses
- Features in articles/media

Team Changes / New Hires

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

7. Board Discussion

8. Future meetings

Customer / Partnership Updates

Content often includes:
- Current customer updates
- Current partner updates
- Pipeline of potential customers
- Changes from prior meetings

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

7. Board Discussion

8. Future meetings

Technology/R&D Progress

Content often includes:
- General Update

Technology/R&D Key Performance Indicators

Content often includes:
- Trailing 12 months, next 12 to 24 months
    - Budget to actual
    - Either monthly or quarterly

Agenda
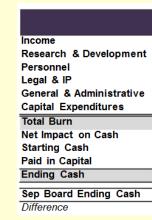
1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

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Income Statement Budget vs Actuals

Content often includes:
- Budget to actual - Trailing 4Qs, next 3 months, Next 4Qs, plus future years.

Cash Flow and Cash Forecast

Content often includes:
- Budget to actual - Trailing 4Qs, next 3 months, Next 4Qs, plus future years.
- May be useful to add graph of monthly burn
- Sample categories

Income
Research & Development
Personnel
Legal & IP
General & Administrative
Capital Expenditures
Total Burn
Net Impact on Cash
Starting Cash
Paid in Capital
Ending Cash

Sep Board Ending Cash
Difference

Balance Sheet

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

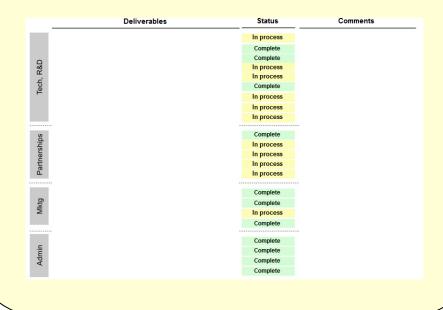7. Board Discussion

8. Future meetings

Milestone & KPIs Overview

Content often includes:
- This could be a higher – level overview of how the past/upcoming quarter milestones fit in the one, three, or five year plan/milestones of the company

Previous & Next Quarter Milestones

Content often includes:
- This is a review of
    - Progress/milestones from the previous (just completed) quarter.
    - Look-ahead to all milestones aiming to achieve this upcoming quarter

	Deliverables	Status	Comments
Tech, R&D		In process	
		Complete	
		Complete	
		In process	
		In process	
		Complete	
		In process	
		In process	
		In process	
Partnerships		Complete	
		In process	
		In process	
		In process	
		In process	
Mktg		Complete	
		Complete	
		In process	
		Complete	
Admin		Complete	
		Complete	
		Complete	
		Complete	

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

7. Board Discussion

8. Future meetings

Motions for Approval & Any New Business

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

7. Board Discussion

8. Future meetings

<Board Topic>

Content often includes:
- Use a separate slide to deep dive into each topic for board discussion

Agenda

1. General Updates

2. Customer and Sales

3. Technology

4. Financial/Budget

5. Milestones

6. Governance & New Business

7. Board Discussion

8. Future meetings

Next Meeting timing and agenda

Future meeting times/locations

1. XXX
2. XXX
3. XXX
4. XXX

THANK YOU

Proprietary and Confidential