

Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

MODULE 5. MEETING AGENDA AND MINUTES

This form will help you create a meeting agenda and minutes, including major decisions or discussions. Identify actions to accomplish before the next meeting or a certain date. A sample agenda is included.

Record your meeting agenda and minutes, including major decisions or discussions. Set actions to accomplish before the next meeting or a certain date. Promptly distribute minutes.

Your agenda:

SAMPLE AGENDA

Welcome

Expectations for conduct/
communication

Reason for meeting

Land/business management update
Emotional value scale

Action item/homework:

- Emotional value
scale/Worksheet

#3 Closing remarks

Decision points:

Action items for follow up:

Adapted from: Smith, K and Cushing, T. (2024). Keeping the Land: Succession Planning for Landowners. NC State Extension.