Sample Board Meeting Agenda

Date/Time:

Location:

|  |  |
| --- | --- |
| Time | Activity |
| 9:30 – 9:40 | 1. Welcome and News Board Chair |
| 9:40 – 9:50 | 1. Consent Agenda Board Chair |
|  | * Previous Meeting Minutes * Board Motion to apply for Federal funding * Approve new lease for rental space |
| 9:50 – 10:45 | 1. Committee Reports (comments/questions) |
|  | * Finance Committee   + Review of quarterly financials   + Review of preliminary budget for next year   + Discussion of upcoming audit * Governance Committee   + Board self-assessment discussion   + Nominating process * Development Committee   + Annual Fund review   + Review of fundraising dashboard |
| 10:45 – 1:00 | Break |
| 11:00 – 11:20 | 1. Executive Director’s Report Executive Director |
|  | * Progress on new program * Update on membership * New grant award |
| 11:20 – 11:50 | 1. Review of strategic environment |
|  | * Should we consider an affiliation with the ABC Center? |
| 11:50 – 12:00 | 1. Executive session (if needed) |

# Next meeting:

Date/Time:

Location: