

9-Step Board of Directors Meeting Agenda - [INSERT DATE TIME LOCATION]

One-Sentence Mission Statement: _____

1. Welcome and Recognize a Quorum

By welcoming board members by name, the board chair sets an attentive dynamic for the meeting, and assures the recording will capture attendance.

2. Welcome and Call to Order

This is a good time to make opening announcements. This is also the time to approve meeting minutes from the previous meeting.

3. Approval/Announcement of Agenda

List items requiring formal approval with limited or no discussion.

- A. Topic 1
- B. Topic 2
- C. Topic 3

4. Approval of Previous Minutes

Members offer corrections or approve minutes; minimal discussion.

5. Reports & Communication (Chair's Report, other reports as needed)

Board chair frames the meeting by providing some context:

- "Our main topic is budget -- this meeting we're looking at projections and proposing guidelines to staff. At the next meeting we'll be voting on it."

Executive Reports may include:

- Current Significant Issues
- Major Key Performance Indicators
- Risk and Compliance Update
- Other Updates

Finance Report by Treasurer

No discussion necessary. The board chair may ask if there are any questions regarding it, but does not take a vote on it, unless it has been audited first. The treasurer's report is simply filed.

6. Old business - This consists of previously introduced ideas and strategic discussion:

- 1. What should we accomplish in the following quarter/year?
- 2. Are we on track for our financial goals?
- 3. How are we letting the community know about our work?

7. New Business

New business pertains to new items on the agenda. Any Director may introduce a new item prior to the meeting with the approval of the board chair. The new item can then be discussed, amended if needed and put to a vote.

8. Other business & Announcements

Anything not brought up previously may be brought up here. Unless the board chair has an urgent announcement, the board chair opens up the floor for general announcements.

9. Meeting Closing & Adjournment

- Review this meeting's actions, so that minutes are easier to establish & approve
- Meeting calendar - announce/confirm date of Next Meeting if possible

When the chair determines that all business is finished, the board chair entertains a motion to adjourn. A motion to adjourn must be seconded and may not be debated or amended. A majority vote moves the meeting to adjournment.

This concludes the Agenda!

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