Sample Board Meeting Agenda

Use this sample agenda as a starting point for developing your own.

Location:

# Strategic Goals of Today’s Meeting:

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| Allotted Time | Topic | Person  Responsible |
| 4:00 – 4:15 | Welcome | Board Chair |
| 4:15 – 4:20 *Vote needed* | Consent Agenda\*  Finance report (quarterly next month)  Governance Committee Report  Report on rental fees and projected increases  New programs progress  Update on speaking engagement schedule | Board Chair |
| 4:20 – 4:40 *Discussion only* | Exploration of our current strategic plan and progress against goals, executive director’s recommended adaptation. Suggestions sought on future process. | Strategic Planning Committee |
| 4:40 – 5:00 *Bring your questions* | New Partnership on horizon: Details to date  What questions do we need answered? | Executive Director |
| 5:00 – 5:20 | Five ways board members can raise money for Gala | Gala Chair |
| 5:20 – 5:30 | Executive Session – as desired – Adjournment | Board Chair |

\* Board members may remove any item from the consent agenda for discussion.