

[Name of Organization]
Board Meeting

Who: Board of Directors for [Organization]
Staff: [Names]

Date: [Date and Time]

Location: [Name of building and address]

Refreshments: [Spell out whether there will be food/beverages available]

Contact: [Name of Chair or Executive Director and cell phone number]
[Phone number at location]

Call in Number: [Provide conference call-in number and passcode, if applicable]

Please Bring: [Spell out whatever board members should bring with them e.g. materials that had been sent in advance, calendar for scheduling, board books]

Desired Outcomes: By [end time] we will have:

- Approved minutes from the previous meeting
- Reviewed and discussed the treasurer's report
- Heard a report from staff concerning progress on our current strategic plan and reviewed performance indicators for [name of program]
- Developed our policy position concerning [issue]
- Heard committee reports and made decisions/authorized appropriations or activities as needed

Agenda:

X:00 Call meeting to order – Board President
X:05 Minutes of previous meeting – Board Secretary
X:10 Treasurer's Report – Board Treasurer
X:30 Update on Strategic Plan – Executive Director
X:45 [Program] Performance – Program Manager
X:00 Public Policy Position – Advocacy Committee Chair
X:15 Committee Reports

- Fundraising – Committee Chair
 - Major donor cultivation event update
 - Grant proposal
- Membership/Outreach – Committee Chair
 - Event Debrief
 - Website/Social Media
 - Electronic newsletter/Online database
- Nominations/Board Governance – Committee Chair
 - Policy recommendation
 - Plan for board recruitment
- Program Operations – Committee Chair

X:00 Adjourn