# SAMPLE Strategic Meeting Agenda

**Board of Directors Meeting**

Month, Day, Year

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| **Time** | **Agenda Item** | **Who** |
| 8:00 to8:30 | **Goal 1:** Grow an exceptional board of directors* Introductions of new members, guests
* Review our Credo (Attached)
* Mission Moment: Client Story or Thank you letter
 | ChairNominating Chair |
| 8:30 to8:35 | **Opening*** Review meeting goals and agenda: Additions? Deletions?
 | Chair |
| 8:35 to9:15 | **Goal 2:** Strategic Discussion: Should the organization address lack of space by leasing another space or buying a new building? | Issue Sponsor |
| 9:15 to9:30 | **Executive Director Update:*** Update on office interior design
* Client survey
 | E.D. |
| 9:30 to9:45 | **Business*** Adopt the Consent Agenda
	+ Minutes from January 2011
	+ December 2010 Financials
	+ Dashboard Report
	+ Committee Reports
* Any questions or concerns?
 | Chair |
| 9:45to 10:00 | **Closing*** Evaluation of the meeting: Each person share one word about how the meeting went and anything they would like to see done next time.
 | Chair |

**Notes:**

* Boards may have a list of critical strategic issues that need to be discussed, with a calendar of which board meetings will address which issues.
* Some boards have program presentations at every other board meeting to keep the board knowledgeable and aware of what’s happening.
* The consent agenda is DEPENDENT on Board members reading their packet, which they should receive at least 7 days prior to the meeting.

