**Board Meeting Agenda for** Insert name of organization Insert date and time

Insert location i.e. name of building, name of organizational space etc., city, state

# Meeting Goals/Outcomes

This is where you note the definition of success for each major discussion or focus point.

1. *Example: Approve the fiscal budget*
2. *Example: Determine next steps on…*

# Action Items

1. *Example: Approve budget*
2. *Example: Approve finance policy*

Note here if a meal is provided as part of the meeting format.

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| --- | --- | --- | --- | --- | --- |
|  | **Topic** | **Discussion Leader** | **Approx. time** | **Connection to strategic or annual plan** | **Expected outcome** |
| I | Welcome/Call to Order | Insert name | 1 minute |  |  |
| II | Approval of Agenda |  | 1 minute |  | Motion |
| III | Introductions/Mission moment *(This is a conversation or activity to connect the board to the mission.)* |  | 5 minutes |  | Discussion |
| IV | Approval of minutes |  | 1 minute |  | Motion |
| V | Questions on reports *(This is not an opportunity for reading the written reports, but only to answer questions about the reports from the board.)* | *List the committee chairs and/or ED who are available for questions* | 5 minutes |  |  |
| VI | Key topic: *(Topics are decided in advance and are generally based on making a decision, having a key discussion that moves a topic forward, or receiving education on a mission issue or governance.)* |  | 20 minutes | Goal A |  |
| VII | Key topic: |  | 20 minutes | Goal B |  |
| VIII | Closing remarks *(Including a recap of assignments/next steps)* |  | 5 minutes |  |  |
| IX | Executive session *(opportunity for team building, communication, board self-evaluation)* |  | 5 minutes |  |  |
| X | Adjourn |  |  |  | Motion |
| **Next Meeting Date:** *insert date* |