Regular board meeting of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Organization

Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read (attached)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please bring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(insert the organization’s mission statement and/or the goal of the meeting here)*

1. Call to Order – Chairperson *(insert time frame)*
2. Comments and Introductions - Chairperson *(time)*
3. Approval of Agenda *(time)*

*(Review agenda, make corrections, add items and then approve)*

1. Review of Previous Minutes *(time)*
* Read, amend, approve and file
* Review and update assigned tasks
1. Executive and Committee Reports *(time)*
	* Secretary
	* Treasurer
	* Vice-Chairperson
	* Chairperson
	* Committees
2. Unfinished / Old Business *(time)*
3. New Business *(time)*
4. Board Member Presentation/Sharing *(time)*

*Use the space to add a humorous picture or comic, important reminders, messages from the chairperson or any information you would like your board members to see.*

1. Conclude Meeting *(time)*
	* Review actions to be taken
	* Meeting evaluation
	* Next meeting date/time/location
	* Adjourn meeting (closing time)