# Sample Board Meeting Agenda

**(this one happens to be for a Community Foundation)**

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| [Name of Agency]  Board Meeting Agenda  [Month Day, Year] [Location] [Planned Starting Time to Ending Time] | | |
| **Activity** | **Required Action** | **Allotted Time** |
| Call to order |  | 9:00 – 9:05 |
| Approve minutes from previous meeting | Approval | 9:05 – 9:10 |
| Board President’s report | OK? Changes?  Other actions needed? | 9:30 – 9:45 |
| Board Development Committee’s Report  - Status of Board reorganization | OK? Changes?  Other actions needed? | 9:45 – 10:00 |
| Grant-Making Committee Report  - Present status of development Grant- Making Strategy | OK? Changes?  Other actions needed? | 10:00 – 10:15 |
| Marketing Committee's Report  - Present status of development of Committee | OK? Changes?  Other actions needed? | 10:15 – 10:30 |
| Finance Committee's Report  - Review monthly financial statements | Review highlights, trends Other actions needed? | 10:30 – 10:45 |
| Fundraising Committee's Report  - Status of development of Committee | OK? Changes?  Other actions needed? | 10:45 – 11:00 |
| Review of actions from this meeting | Establish action plan? | 11:00-11:05 |
| Roundtable evaluation of meeting | Record evaluations | 11:05-11:15 |
| Adjourn |  | 11:15 |

**Ground Rules:**

1. Focus on current topic.
2. Focus on required actions per topic.
3. If allotted time expires before required action is made, then:
   1. Vote to extend time for discussion?
   2. Delegate additional assignments to Committee?