# Sample Board Meeting Agenda

## Date and Time

**Mission/Vision: *Put organization’s mission and/or vision here.***

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| **AGENDA ITEM** | **DISCUSSION** | **DECISION/ACTION** |
| * Meeting Called to Order |  |  |
| * Identification of Possible Conflict of Interest |  |  |
| * Reading of Mission or Vision Statement |  |  |
| * Consent Agenda   + Agenda   + Board Meeting Minutes   + Executive Director Report   + Policy Committee Meeting Minutes   + Finance Committee Meeting Minutes   + Strategic Oversight Committee Meeting Minutes | Attachments | Vote to Approve  *(Everything listed in the consent agenda would be included in the board packet.)* |
| * Message from the Board Chair | *(The Board Chair would discuss celebrations and acknowledgements, call for help, and announce reminders.)* |  |
| * Volunteer Policy | *(The Policy Committee would present the new policy to the board.)* | Vote to Approve  *(The Volunteer Policy would be included in the board packet.)* |
| * Review of Audit/990 | *(The auditor would present the audit/990.)* | Vote to Approve Audit/990.  *(The Audit/990 would be included in the board packet.)* |
| * 2017 Cash Flow | *(Significant cash fluctuations would be discussed.)* |  |
| * Strategic Conversation   o Goal 1: Program Expansion | Define and clarify the goal. Define “expansion.” |  |
| * Adjourn |  |  |

**Please note this is a sample agenda. In reality, this agenda would be considered too full to accommodate a 90 minute board meeting. Not allowing enough time for adequate conversation may frustrate board members and lead to rushed decisions.**

### List of Policies Approved by the Board of Directors

**Policies Board Approval Date**

Accounting Policies January 2016

Board Recruitment Process September 2016

Bylaws Amended March 2014

Code of Ethics March 2015

Conflict of Interest February 2014

Confidentiality Policy January 2014

Credit Card Policy January 2016

Disaster Recovery Plan Policy September 2012

Document Retention Policy January 2016

Document Retention Schedule January 2016

Electronic Security Policy November 2014

Employee Handbook Policy June 2016

Employee Progressive Discipline Policy January 2017

Executive Director Job Description September 2016

Executive Director Search Policy June 2016

Executive Director Succession Plan June 2016 Harassment and Workplace Violence Policy July 2013 Meeting Minute Policy May 2016

Mileage Policy July 2013

Volunteer Policy In Process

Whistle Blower Policy July 2015 Whistle Blower Policy with Complaint Procedure July 2015 Workforce Reduction January 2016

Workplace Safety Policy July 2013

# Sample Board Meeting Minutes

## Date and Time

**Mission/Vision: *Put organization’s mission and/or vision here.***

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| Present: *List names of board and staff members that are present.*  Excused: *List names of board members that are excused.*  Absent: *List names of board members that are absent.* | | |
| **AGENDA ITEM** | **DISCUSSION** | **DECISION/ACTION** |
| * Meeting Called to Order |  | *List Start Time* |
| * Identification of Possible Conflict of Interest | *Board Member’s Name* indicated recently joined *XYZ’s* board.  *Board Member’s Name* began volunteer at  *XYZ organization*. |  |
| * Reading of Mission or Vision Statement |  | *Board Member’s Name* read the Mission or Vision statement. |
| * Consent Agenda   + Agenda   + Board Meeting Minutes   + Executive Director Report   + Policy Committee Meeting Minutes   + Finance Committee Meeting Minutes   + Strategic Oversight Committee Meeting Minutes | Attachments | Motioned by *Board Member’s Name*. Motion seconded by *Board Member’s Name*.  All were in favor.  The consent agenda was passed. |
| * Message from the Board Chair | The Board Chair celebrated the staff’s accomplishments for *XYZ achievement*.  The Board Chair reminded Board Members that the staff retreat will be held on *XYZ time and date at XYZ location*. |  |
| * Volunteer Policy | The Policy Committee presented the Volunteer Policy to the Board.  A board member asked why the committee selected two years for a volunteer term. It | Motioned by *Board Member’s Name*. Motion seconded by *Board Member’s Name*.  All were in favor.  The Volunteer Policy passed. |

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|  | was explained that one year would be too short to learn and contribute. |  |
| * Review of Audit/990 | The auditor presented the audit and 990.  A board member had a question regarding  *XYZ*. The auditor explained *XYZ* further. |  |
| * 2017 Cash Flow | The Executive Director explained newly acquired grants and funds. |  |
| * Strategic Conversation   o Goal 1: Program Expansion | Board members broke into small groups. In small groups they defined the goal and defined expansion. Board members then came back together as a large group and put all of their ideas on a flipchart. Their ideas included: *list ideas here*. After much conversation and discussion board clarified the goal and defined expansion. | Board members decided the goal is  *XYZ* and expansion means *XYZ*. |
| * Adjourn |  | *List End Time* |