

**[Name of Organization]  
Board Meeting**

- Who:** Board of Directors for [Organization]  
Staff: [Names]
- Date:** [Date and Time]
- Location:** [Name of building and address]
- Refreshments:** [Spell out whether there will be food/beverages available]
- Contact:** [Name of Chair or Executive Director and cell phone number]  
[Phone number at location]
- Call in Number:** [Provide conference call-in number and passcode, if applicable]
- Please Bring:** [Spell out whatever board members should bring with them e.g. materials that had been sent in advance, calendar for scheduling, board books]

**Desired Outcomes:** By [end time] we will have:

- Approved minutes from the previous meeting
- Reviewed and discussed the treasurer's report
- Heard a report from staff concerning progress on our current strategic plan and reviewed performance indicators for [name of program]
- Developed our policy position concerning [issue]
- Heard committee reports and made decisions/authorized appropriations or activities as needed

- Agenda:**
- X:00 Call meeting to order – Board President
  - X:05 Minutes of previous meeting – Board Secretary
  - X:10 Treasurer's Report – Board Treasurer
  - X:30 Update on Strategic Plan – Executive Director
  - X:45 [Program] Performance – Program Manager
  - X:00 Public Policy Position – Advocacy Committee Chair
  - X:15 Committee Reports
    - Fundraising – Committee Chair
      - Major donor cultivation event update
      - Grant proposal
    - Membership/Outreach – Committee Chair
      - Event Debrief
      - Website/Social Media
      - Electronic newsletter/Online database
    - Nominations/Board Governance – Committee Chair
      - Policy recommendation
      - Plan for board recruitment
    - Program Operations – Committee Chair
  - X:00 Adjourn