

ATTACHMENT 7

SAMPLE BOARD MEETING AGENDA

[INSERT MEETING DATE]

A meeting of the Board of Directors of the [INSERT NAME] will be held at [INSERT TIME] on [INSERT DATE] at the offices of [INSERT NAME & LOCATION].

The agenda for the meeting of the Board of Directors is proposed as follows:

#	Agenda Item	Discussion Objectives	Decision(s)	Presenter	Time Allotted
1	Status Review	Review status of actions raised at the last Board meeting, specifically: 1. 2.	Approval of Minute of last meeting Decisions on outstanding questions	Chairman	10 min
2	Committee Reports	To update full board on any important committee decisions or actions.	TBD	Com. Chair	20 min
3	Quarterly Report	Address BM questions/concerns on any matters taking place during the previous quarter. Focus on changes in program compared with annual and strategic plan.	TBD	ED	20 min
4	Financial Report	Focus on changes to budget compared with annual and strategic plan.	TBD	Accountant	10 min
5	New business	Legal matters (e.g., license, new partnership) Amendment to charter or board policies	TBD	Lawyer	10 min
6	Other	To discuss any other topics not covered in this agenda	TBD	TBD	15 min
7	Next meeting	Tentatively schedule the next meeting of the Board	Decide on meeting date	Chairman	5 min
8	Adjournment	Close the meeting	None	Chairman	5 min

Note: Beverages and light snacks will be available during the meeting. If you have any requests, please inform to: [INSERT CONTACT EMAIL].