Simple Board Meeting Template

[Organization Name] – Board Meeting

January 1, 2025
10:00am – 12:00pm

Meeting Purpose:

Convene the board to discuss and approve current and future matters. Fill in information about your board's specific goals during this meeting.

10:00 – 10:05	**Governance** - Note the time, date, and location - Roll Call of attendees - Call to Order	Chair
10:05 – 10:10	**Approve current agenda**	All Members
10:10 – 10:20	**Approve past minutes**	All Members
10:20 – 11:00	**Officer reporting and presentations** - Finances - Operations - Personnel - Vision	Officers
11:00 – 11:20	**Introduction of voting motions**	Chair
11:20 – 11:40	**Old or ongoing business**	All Members
11:40 – 12:00	**New business**	All Members
12:00	**Adjournment**	Chair