

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 <ul style="list-style-type: none">- 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 <ul style="list-style-type: none">- 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
