

 **Board of Directors Meeting**

**SAMPLE Agenda**

 Date, Place, Time

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|  | **Time** | **Topic** | **Type *(Proposal, Question, Report)*** | **Presenter** | **Min.** | **Attached?** |
| **1** | **5:30– 5:40** | Welcome and Introductions* Go round: How are you, and have you read the packet?
* Review Ground Rules
 | Question | All | 10 | No |
| **2** | **5:40 – 5:50** | Member Comments* 3 min max per attendee
 | Question | Members | 10 | No |
| **3** | **5:50 – 5:55** | Review/Approve Meeting Agenda | Proposal | All | 5 | --- |
| **4** | **5:55 – 6:00** | Consent Agenda* Dec. Board Minutes
* Committee Minutes
* Manager’s Report
 | Proposal | Shannon  | 5 | Yes |
| **5** | **6:00 – 6:05** | Board President’s Report | Report | Shannon  | 5 | No |
| **6** | **6:05 – 6:35** | Strategic Conversation*Who are our key partners? How are we building those relationships?*  | Question | Jay  | 30 | No |
| **7** | **6:35 – 6:50** | 4th Quarter Financials | Report | Syd | 15 | Yes |
| **8** | **6:50 – 7:00** | Evaluation and Closing  | Question | All | 10 | No |
| **Question = Gathering Information Proposal = Decision Making Report = Giving Information** |

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| **Attachments*** December Board Minutes
* Committee Minutes
* Management Report
* Quarter 4 Financials
 | **Ground Rules*** Arrive on time, fully prepared
* Listen with full attention
* Ensure that all voices are equally heard (avoid dominating)
* One person speaks at a time (raise hands, avoid interruptions)
* Speak succinctly
* When you have a concern, offer solutions
* Avoid repeating ideas (yours or others)
* Stay focused on the purpose and goal of each item
* Use the “Point of Process” signal if we forget the Ground Rules.
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