

**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. |