

SAMPLE BOARD MEETING AGENDA 1.15 Hour Meeting

- 5 minutes- Call to Order. Agenda Review and Purpose - consent agenda
 - 5 minutes - Testimonial/Story Connection from a board member to the cause or experience - why they care
 - 5 minutes - Vision connection - sharing something related to the vision and impact of the work OR framing of big wins year to date and how they connect to the mission/vision
 - 10 minutes - Finance Update -Dashboard type format, only highlight major opportunities or priorities this defines. Reports sent out for details.
 - 30 minutes - Strategic Framing or critical issues
 - Board evaluating the radar screen: highest priority for next 90 days at a leadership level and why?
 - What the ED needs from the board in the next 90 days
 - Critical issues for board engagement
 - Priority setting for next 30 - 60 days at a leadership level of the board
 - 5 minutes - Sustainable Philanthropy and Call to Action Items - Progress on donor relationship building and leading edge constituencies. Opportunities for board member involvement
 - 10 minutes - Call to Action items : clarity on specific action items needed to be taken
 - 5 minutes - Empowerment and Education Topic of any type
- Adjournment

All reports go out prior to meeting. Questions that are not at the board level can be emailed to the Board Chair before the meeting. All committees and task forces provide one-page bulleted update prior to meeting with following month's activities (5 bullets).

General questions around details of reports or operations go through the ED first before opened up for discussion at meetings.