**ATTACHMENT 7**

**SAMPLE BOARD MEETING AGENDA**

**[INSERT MEETING DATE]**

A meeting of the Board of Directors of the [INSERT NAME] will be held at [INSERT TIME] on [INSERT DATE] at the offices of [INSERT NAME & LOCATION].

The agenda for the meeting of the Board of Directors is proposed as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Agenda Item** | **Discussion Objectives** | **Decision(s)** | **Presenter** | **Time Allotted** |
| 1 | Status Review | Review status of actions raised at the last Board meeting, specifically: | Approval of Minute of last meeting  Decisions on outstanding questions | Chairman | 10 min |
| 2 | Committee Reports | To update full board on any ***important*** committee decisions or actions. | TBD | Com. Chair | 20 min |
| 3 | Quarterly Report | Address BM questions/concerns on any matters taking place during the previous quarter. Focus on changes in program compared with annual and strategic plan. | TBD | ED | 20 min |
| 4 | Financial Report | Focus on changes to budget compared with annual and strategic plan. | TBD | Accountant | 10 min |
| 5 | New business | Legal matters (e.g., license, new partnership)  Amendment to charter or board policies | TBD | Lawyer | 10 min |
| 6 | Other | To discuss any other topics not covered in this agenda | TBD | TBD | 15 min |
| 7 | Next meeting | Tentatively schedule the next meeting of the Board | Decide on meeting date | Chairman | 5 min |
| 8 | Adjournment | Close the meeting | None | Chairman | 5 min |

Note: Beverages and light snacks will be available during the meeting. If you have any requests, please inform to: [INSERT CONTACT EMAIL].