



## Sample Board Meeting Agenda (this one happens to be for a Community Foundation)

[Name of Agency] Board Meeting Agenda [Month Day, Year] [Location] [Planned Starting Time to Ending Time]		
Activity	Required Action	Allotted Time
Call to order		9:00 – 9:05
Approve minutes from previous meeting	Approval	9:05 – 9:10
Board President’s report	OK? Changes? Other actions needed?	9:30 – 9:45
Board Development Committee’s Report - Status of Board reorganization	OK? Changes? Other actions needed?	9:45 – 10:00
Grant-Making Committee Report - Present status of development Grant-Making Strategy	OK? Changes? Other actions needed?	10:00 – 10:15
Marketing Committee's Report - Present status of development of Committee	OK? Changes? Other actions needed?	10:15 – 10:30
Finance Committee's Report - Review monthly financial statements	Review highlights, trends Other actions needed?	10:30 – 10:45
Fundraising Committee's Report - Status of development of Committee	OK? Changes? Other actions needed?	10:45 – 11:00
Review of actions from this meeting	Establish action plan?	11:00-11:05
Roundtable evaluation of meeting	Record evaluations	11:05-11:15
Adjourn		11:15

**Ground Rules:**

1. Focus on current topic.
2. Focus on required actions per topic.
3. If allotted time expires before required action is made, then:
  - a. Vote to extend time for discussion?
  - b. Delegate additional assignments to Committee?