



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?