

BOARD MEETING AGENDA

Send a pre-meeting packet one week (or at least 3 days) before meeting which contains all financial and fundraising reports, among other documents needed for discussion

General Information

Date

Mission Statement

Approval of Minutes (sent within week after previous meeting)

Approval of Agenda

To complete this deliverable, work with the client on the upcoming Board meeting to create a concrete template.

Report Clarification

Given all members received reports, the emphasis should be on clarification questions.

Discussion 1 - Executive

Discussion 2 - Fundraising

Discussion 3 - Finance

Discussion 4 - Other

New Decisions

Given all members received reports, the emphasis should be on making necessary decisions for moving forward

Decision 1 - Executive

Decision 2 - Fundraising

Decision 3 - Finance

Decision 4 - Other

Other Business