Board of Directors Meeting Agenda

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1. Welcome and Call to Order (5 minutes)

- Confirm quorum
- Opening remarks by Board Chair

2. Approval of Agenda and Minutes (5 minutes)

- Review and approve meeting agenda
- Review and approve minutes from previous meeting

3. Reports (30 minutes)

- **Executive Director's Report**
- **Finance Report**
- **Committee Reports** (e.g., Governance, Fundraising, Programs)

4. Old Business (15 minutes)

- [Insert specific topics for follow-up or continued discussion]

5. New Business (30 minutes)

- [Insert specific new topics for discussion or decisions]
- Strategic discussions or proposals

6. Board Development (Optional – 10 minutes)

- Training, reflection, or board engagement topic

7. Executive Session (If needed – 10 minutes)

- [Only if confidential matters need to be discussed without staff]

8. Next Steps and Action Items (5 minutes)

- Review responsibilities and deadlines
- Schedule next meeting

9. Adjournment