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SAMPLE Strategic Meeting Agenda

Board of Directors Meeting
Month, Day, Year

Time	Agenda Item	Who
8:00-8:30	**Goal 1:** Grow an exceptional board of directors • Introductions of new members, guests • Review our Credo (attached) • Mission Moment: Client Story or Thank you letter	Chair Nominating Chair
8:30-8:35	**Opening** • Review meeting goals and agenda: Additions? Deletions?	Chair
8:35-9:15	**Goal 2:** Strategic Discussion: Should the organization address lack of space by leasing another space or buying a new building?	Issue Sponsor
9:15-9:30	**Executive Director Update:** • Update on office interior design • Client Survey	E.D.

9:30-9:45	**Business**
	• Adopt the Consent Agenda
	  ○ Minutes from January meeting
	  ○ December Financials
	  ○ Dashboard Report
	  ○ Committee Reports
	• Any questions or concerns?
		Chair

9:45-10:00	**Closing** • Evaluation of the meeting: Each person share one word about how the meeting went and anything they would like to see done next time	Chair

Notes:

- Boards may have a list of critical strategic issues that need to be discussed, with a calendar of which board meetings will address which issues.
- Some boards have program presentations at every other board meeting to keep the board knowledgeable and aware of what's happening.
- The consent agenda is DEPENDENT on Board members reading their packet, which they should receive at least 7 days prior to the meeting.