

**Agency Name**  
**Board of Directors Meeting**

**Location**  
**Day, Start & End Time (90 minute format)**  
**AGENDA**

Welcome/Opening 5 minutes

Segue 5 minutes

- *All play - share something good, both personal and professional*
- *This ensures everyone speaks at least once in the meeting*
- *Helps transition from previous activity to meeting mode*
- *This is a good time to confirm attendance and ensure there's a quorum*

Consent Agenda 5 minutes

- *Group all routine meeting elements into a single agenda item to save time for important discussions*
- *Requires board packet to be distributed several days in advance*
- *It is the responsibility of each board member to review the consent agenda items*
- *Consent agenda may include: financial statements or reports, non-actionable reports, status updates, committee reports, meeting minutes, staff reports, and other FYI items*
- *Criteria: topics must be familiar, require no discussion, and involve no conflict*
- *Any issues that arise drop down to the Board Discussion section*

Customer/Employee/Board Headlines 5 minutes

- *Anything to celebrate or acknowledge?*

Operational Announcements 5 minutes

- *Staff Leadership shares information*

To-Do Items (from previous meeting) 5 minutes

- *List any action items from last meeting here*
- *Person responsible shares if task is completed, progressing, or off-track*
- *Any off-track items are added to the Board Discussion section below*
- *Board President needs to work hard to make sure that these items do not turn into a discussion and hijack the agenda*

## Committee Reports

10 minutes

- *Committee chairs share an overview of the committee's work - minutes or other materials should be sent out in advance with the board packet, this is not a time where the chair reads the notes to the board*
- *Highlight any decisions made or challenges requiring input*
- *Discussion issues are dropped down to the Board Discussion section*

## Discussion Items

45 minutes

- *Discussion items go here, as well as any problems from above*
- *Majority of the meeting should be spent here*
- *As a group, choose the top three most important issues for discussion*
- *Each one is given 15 minutes for discussion*
- *If you get through those three items, go to the next most important issue*
- *Consider assigning someone as the timekeeper*

## Conclude

5 minutes

### Review any action items or assignments made

- *These items go onto next meeting's To Do section*

### Communications

- *From this meeting, what needs to be communicated out to other people (absent board members, staff who are not present, members of constituents, shareholders)?*
- *Who will share the information, how, when? Include in next meeting's To Do section*

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Segue	5 minutes
Consent Agenda	5 minutes
Customer/Employee/Board Headlines	5 minutes
Operational Announcements	5 minutes
To-Do Items (from previous meeting)	5 minutes
Committee Reports	10 minutes
Discussion Items	45 minutes
Conclude	5 minutes
Review any action items or assignments made	
Communications	