



Sample Strategic Board Agenda

Clients often ask us about how to get the most out of a board meeting. Too often, time is lost at board meetings when directors spend their time discussing topics that could be better handled through email or a consent agenda. A strategic board agenda would use strategy as the basis to inform discussion and decision-making. We recommend a four part agenda addressing:

1. Discussion of mega-issues
2. Review and adjustment of strategy
3. Policy: public and operational
4. Routine board business.

Agenda Items Annual Meeting of the Board of Trustees of the WXYZ Foundation August 9, 2012 Chicago, Illinois

Thursday, August 9, 2012

- 8:00 am** **Breakfast in the Lodge across from the Comiskey Room of the Homewood Suites, 40 E. Grand Avenue, Chicago, IL** *(Please note this meeting room change, made to enhance board member and staff Internet access.)*
- 8:30 am** 1. Call to Order and Adoption of Agenda *(This is the time to ask if anyone wants to pull a report from the Consent Agenda in Section 7.g. For ease of reference, here is the consent agenda. The vote to approve the items in the consent agenda that are not removed in "adoption of agenda" here, will take place during Routine Business.)*
- a. *Consent agenda*
- 1) *Minutes of the February 9-10, 2012 meeting of the WXYZ Foundation's Board of Trustees*
 - 2) *Staffing and facilities update*
 - 3) *WXYZ Foundation financial statements from the first 9 months of FY 11-12 (September through May)*
 - 4) *WXYZ Foundation trademarks update*
 - 5) *WXYZ Foundation courses, certificate programs and study aids update*
 - 6) *Report of the Task Force established to discuss possible development of instructional videos*

- 7) *Results of WXYZ's 2012 CDA Salary Survey*
- 8) *ABC update*
- 9) *ABCD update*
- 10) *Reminder of Winter 2013 meeting date and location*

2. Annual Reminder of Fiduciary Duties

3. Confidentiality Proceedings Statement

8:45 am

4. Discussion of Strategic Issues

a. *"How Can the WXYZ respond to increasing need for our mission but with fewer resources?"*

- 1) If fewer individuals donate to the WXYZ Foundation, for example, how do we ensure we can continue to fully fund our programs.

10:15 am

Break

10:30 am

b. Review and discuss inaugural in-person WXYZ Foundation courses presented at the 2012 ABC Annual Meeting, June 23rd; next steps?

Appendix

11:15 am

5. Review and Adjustment of Strategy

a. Receive and discuss social media report

b. Review WXYZ Foundation 2012-2015 Strategic Plan and WXYZ/WXYZ Foundation strategic priorities table in light of morning's discussion of strategic issues

Noon

Lunch (*Nominating Committee to meet*)

1:00 pm

c. Review staff's implementation plan to meet the goals outlined in the WXYZ Foundation's 2012-2015 Strategic Plan

d. Brainstorm possible research questions and/or work toward consensus on the initial focus of our research agenda

e. Review the WXYZ Foundation's 2012-2015 Marketing and Communications Plan

2:00 pm

6. Policy Determination

a. External (None at this time)

b. Internal

- 1) Review and discuss recommendations of the Editorial Board related to the new ABC program

- 2) Report of the Policy Committee

- i. Receive and discuss fundraising report (recommended parameters for Donors, Supporters, and the Scholarship Fund)

- ii. Review and discuss Report of the Policy Committee – first draft of the WXYZ Foundation Policy Manual (*SME social media policy and talking points may be discussed as possible additions*)

- 3) Review draft Board self-assessment surveys and process used by WXYZ

- 4) Consider proposed Board compensation policy

- 5) Executive Session: Report of the Performance and Salary Committee regarding the Executive Director's performance evaluation and progress in meeting SMART Goals for FY 11-12

3:45 pm

7. Routine Board Business

- a. Report of the Finance and Audit Committee
 - 1) Proposed WXYZ Foundation FY 12-13 Budget, Explanation Supplement
 - 2) Revenue and Expense Projections for FY 13-14 and FY 14-15, Explanation
- b. Review educators' webinar survey drafts and proposed meeting overview
- c. Report of the Nominating Committee
- d. Elect WXYZ Foundation Board officers for FY 12-13
- e. Determine what to include in the Report of the WXYZ Foundation
- f. Collect forms
 - 1) Any Board Trustee professional autobiography updates
 - 2) Board Committee Interest Forms for FY 12-13
 - 3) W-9 forms; discuss time log process
- g. Consent agenda
 - 1) Minutes of the February 9-10, 2012 meeting of the WXYZ Foundation's Board of Trustees; Summary of the March 7, 2012 meeting by conference call; Summary of Joint Mega-Issues discussion on April 28, 2012
 - 2) Staffing and facilities update
 - 3) WXYZ Foundation financial statements from the first 9 months of FY 11-12 (September through May)
 - 4) WXYZ Foundation trademarks update
 - 5) WXYZ Foundation courses, certificate programs and study aids update
 - 6) Report of the Task Force established to discuss possible development of instructional videos
 - 7) Results of WXYZ's 2012 CDA Salary Survey
 - 8) ABC update
 - 9) ABCD update
 - 10) Reminder of Winter 2013 meeting date and location
- h. Discuss options for August 2013 and Winter 2014 meeting dates (to provide feedback to ABC's Board of Directors)

5:15 pm

8. Adjourn

Board appreciation dinner; ABC Board Directors will join the WXYZ Foundation Board of Trustees and staff at an appreciation dinner to be held at Heaven on Seven restaurant 600 N. Michigan, 2nd floor (entrance on Rush Street). If interested in walking together, meet in the lobby of 444 N. Michigan Avenue at 6:15 pm to walk over with staff and WXYZ Foundation Trustees.

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