

## SAMPLE Strategic Meeting Agenda

### Board of Directors Meeting

Month, Day, Year

Time	Agenda Item	Who
8:00 to 8:30	<b>Goal 1:</b> Grow an exceptional board of directors <ul style="list-style-type: none"> <li>• Introductions of new members, guests</li> <li>• Review our Credo (Attached)</li> <li>• Mission Moment: Client Story or Thank you letter</li> </ul>	Chair  Nominating Chair
8:30 to 8:35	<b>Opening</b> <ul style="list-style-type: none"> <li>• Review meeting goals and agenda: Additions? Deletions?</li> </ul>	Chair
8:35 to 9:15	<b>Goal 2:</b> Strategic Discussion: Should the organization address lack of space by leasing another space or buying a new building?	Issue Sponsor
9:15 to 9:30	<b>Executive Director Update:</b> <ul style="list-style-type: none"> <li>• Update on office interior design</li> <li>• Client survey</li> </ul>	E.D.
9:30 to 9:45	<b>Business</b> <ul style="list-style-type: none"> <li>• Adopt the Consent Agenda               <ul style="list-style-type: none"> <li>▪ Minutes from January 2011</li> <li>▪ December 2010 Financials</li> <li>▪ Dashboard Report</li> <li>▪ Committee Reports</li> </ul> </li> <li>• Any questions or concerns?</li> </ul>	Chair
9:45 to 10:00	<b>Closing</b> <ul style="list-style-type: none"> <li>• Evaluation of the meeting: Each person share one word about how the meeting went and anything they would like to see done next time.</li> </ul>	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.