

*Building Better Boards - 5x5
Sample Meeting Agenda*

**Save-The-World NonProfit
Board Meeting Agenda
[Date]**

Attendance: [It's good to keep track of who attends - and who is absent. Chronic unexcused absences are the sign of an unengaged board member]

Agenda:

Suggested
Time

5 minutes

5 minutes

5 minutes

10 minutes

15 minutes

10 minutes

7 minutes

3 minutes

1. **Welcome, Introductions** [Always take time to introduce new board members and guests]
2. **Minutes from Previous Meeting** – [Should be distributed prior to the meeting, or available for pick-up and perusal before the meeting begins]
 - a. Corrections, Comments, Approval
3. **Treasurer's Report** – [Should show income and expenses current to the most recently-received bank statement. May also show “encumbered funds” (unspent grants). Should also show bank account(s) balances.]
4. **Old Business** – [This is where you receive reports on pending projects, previous assignments, etc.]
5. **New Business** – [This is where you discuss new projects and issues]
6. **Optional topics:**
 - a. **Correspondence** – Can be summarized or read in detail, depending upon the importance to the organization. Can include requests for financial support, calls to action, expressions of gratitude.
 - b. **Upcoming Events** – Summary of events in planning - can include sign-up, volunteer tasks, discussion of opportunities or obstacles.
7. **Other Business** – Be careful - if you leave your agenda too open-ended, you can get more than you bargain for. If you have Board Members or members of the public who regularly take Board time with long discussions about topics not included on the Agenda, you can regain control of your meeting by asking that all topics of discussion be placed on the Agenda.
8. **Next Meeting** – Don't forget to remind your Board of the next scheduled meeting! If you don't have a regular meeting time, schedule two meetings in advance - the next one, and a tentative date for the one after that.
9. **Adjourn.**