

Board Meeting Agenda

1. Meeting Information

Date	{{Date}}
Time	{{Start – End time}}
Location	{{Location or video link}}
Facilitator	{{Facilitator}}
Note-taker	{{Note-taker}}
Attendees	{{Attendees / required vs optional}}

Fill this block before you send the invite so everyone knows when, where, and who is expected. Name a facilitator and a note-taker — meetings without both tend to drift.

2. Objectives

- Approve the minutes of the prior meeting and any consent items
- Review {{financials / CEO report}} and act on items requiring a board vote
- Decide {{the key motions on the agenda}} with a quorum present

State one to three outcomes this meeting must produce — a decision, a plan, an aligned team. If you cannot name an objective, the meeting can probably be an email.

3. Agenda

Topic	Lead	Time	Type
Call to order & confirmation of quorum	{{Chair}}	3 min	Inform
Approval of agenda	{{Chair}}	2 min	Decide
Approval of prior meeting minutes	{{Secretary}}	5 min	Decide

Consent agenda (routine items, one vote)	{{Chair}}	3 min	Decide
CEO / Executive Director report	{{CEO / ED}}	15 min	Inform
Treasurer / financial report	{{Treasurer}}	15 min	Decide
Committee reports	{{Committee chairs}}	10 min	Inform
Old business — {{carried-over item}}	{{Owner}}	10 min	Decide
New business — {{new motion}}	{{Owner}}	15 min	Decide
Executive session (board only)	{{Chair}}	10 min	Discuss
Confirm next meeting & adjourn	{{Chair}}	2 min	Decide

Give every item an owner, a time box, and a type — Inform, Discuss, or Decide — so people come prepared and you protect time for the decisions that matter. Put the most important item first, not last.

4. Decisions & Notes

Topic	Decision / key note	Follow-up
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<p>{{Motion}}</p>	<p>{{Carried / failed — vote count; abstentions}}</p>	<p>{{Who executes / by when}}</p>
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Capture decisions as they happen, in the room. A one-line record of what was decided prevents the same debate from reopening next week.

5. Action Items

Action	Owner	Due date
<p>{{Action arising from a motion}}</p>	<p>{{Owner}}</p>	<p>{{Due date}}</p>
<p>{{Action}}</p>	<p>{{Owner}}</p>	<p>{{Due date}}</p>

Every action needs a single owner and a date — “we” is not an owner. Read these back aloud before you close the meeting so nobody leaves surprised.

6. Parking Lot

- {{Strategic topic to schedule for a future board retreat or meeting}}

Park anything important that is off-agenda here instead of letting it derail the meeting. Review the parking lot when you plan the next agenda.

7. Next Meeting

<p>Date & time</p>	<p>{{Date and time}}</p>
<p>Focus</p>	<p>{{Main focus for next time}}</p>

Set the next meeting before everyone leaves — it is far harder to schedule afterward. Note the main focus so the next agenda almost writes itself.