Regular board meeting of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization

Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read (attached)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please bring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(insert the organization’s mission statement and/or the goal of the meeting here)*

1. Call to Order – Chairperson *(insert time frame)*
2. Comments and Introductions - Chairperson *(time)*
3. Approval of Agenda *(time)*

*(Review agenda, make corrections, add items and then approve)*

1. Review of Previous Minutes *(time)*

* Read, amend, approve and file
* Review and update assigned tasks

1. Executive and Committee Reports *(time)*
   * Secretary
   * Treasurer
   * Vice-Chairperson
   * Chairperson
   * Committees
2. Unfinished / Old Business *(time)*
3. New Business *(time)*
4. Board Member Presentation/Sharing *(time)*

*Use the space to add a humorous picture or comic, important reminders, messages from the chairperson or any information you would like your board members to see.*

1. Conclude Meeting *(time)*
   * Review actions to be taken
   * Meeting evaluation
   * Next meeting date/time/location
   * Adjourn meeting (closing time)