# SAMPLE Strategic Meeting Agenda

**Board of Directors Meeting**

Month, Day, Year

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| **Time** | **Agenda Item** | **Who** |
| 8:00 to  8:30 | **Goal 1:** Grow an exceptional board of directors   * Introductions of new members, guests * Review our Credo (Attached) * Mission Moment: Client Story or Thank you letter | Chair  Nominating Chair |
| 8:30 to  8:35 | **Opening**   * Review meeting goals and agenda: Additions? Deletions? | Chair |
| 8:35 to  9:15 | **Goal 2:** 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 | **Executive Director Update:**   * Update on office interior design * Client survey | E.D. |
| 9:30 to  9:45 | **Business**   * Adopt the Consent Agenda   + Minutes from January 2011   + December 2010 Financials   + Dashboard Report   + Committee Reports * Any questions or concerns? | Chair |
| 9:45  to 10:00 | **Closing**   * Evaluation of the meeting: Each person share one word about how the meeting went and anything they would like to see done next time. | 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.

