

Date:

Meeting type: Governance

Topic	Purpose	Preparation/ Action	Time (approx.)
Administrative	Affirm readiness to conduct business	Roll Call and Quorum confirmation Meeting Minutes review and approval Placeholder on agenda for things like Audit, Compensation, New staff intros, mission moments, etc.	10% of total time
Organizational Performance	Performance Monitoring	<p>Financials</p> <ul style="list-style-type: none"> • Current Cash Position; Monthly burn rate (actual vs. projected) • Current month; deep dive on current quarter • YTD Comparison - long term trends • Cash Flow projections for the next qtr or balance of FY <p>CEO Report</p> <ul style="list-style-type: none"> • Highlights (+) Lowlights (-) • Progress on staff action items since last board meeting • What's up next: 30/60/90 days <p>Progress Toward Goals</p> <ul style="list-style-type: none"> • Strategic Plan Check in; Key Performance Indicators check • Organizations Needs, Things we are learning, changes occurring <p>Strategic Overview</p> <ul style="list-style-type: none"> • What does the future hold? What is changing in our world (think externalities, client demand, seismic shifts in funding) 	20%

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Strategic Topics	In-depth discussion on topics both analytic and strategic in nature	<p>Framed as QUESTIONS for the Board</p> <p>Prioritized list of topics, no more than 3</p> <p>Establish clear timeline for discussions</p> <p>Pivot issues are discussed first</p> <p>Sample Topics List:</p> <ul style="list-style-type: none"> • 990 • Audit • Budget • CEO Eval • Crises • Governance/Board performance • Governance/Nomination • Partnerships/Collaborations • Big Changes in Funding/Income • Facility • Org Capacity • Succession Planning • Financial and other policies 	60%

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Board Matters	Affirm decisions and action	Progress on board action items since last meeting Reserved Board Matters <ul style="list-style-type: none"> • Resolutions • Corp Admin (think bylaws, articles, policies) • CEO performance Summarize the meeting <ul style="list-style-type: none"> • Conclusions • Key goals • Action items/takeaways • Key dates Meeting Evaluation (form)	