

# Quarterly Board Meeting Agenda

XYZ ORGANIZATION

Omitted documents will be distributed at board meeting or in an advance email.

TIME	TOPIC	LEAD	ACTION
8:00 a.m.	Continental Breakfast		<b>Key:</b> For information For discussion For decision
9:00 a.m.	<b>Call to order</b>	Chair	
9:05 a.m.	<b>Rollcall and welcome</b>	Chair	
9:10 a.m.	<b>Minutes of last board meeting</b> Consider a Consent Agenda <sup>1</sup>	Chair	Decision
9:15 a.m.	<b>Personal updates and sharing</b>	Secretary	Discussion
9:45 a.m.	<b>Governance Conversation</b> <i>Lesson 23: Focus on Mission Impact and Sustainability, Lessons from the Nonprofit Boardroom, 2nd ed., pages 117-122</i>	Chair	Discussion
9:55 a.m.	Break	Governance Chair	
10:10 a.m.	<b>Three Year Assumptions<sup>2</sup></b> <b>Strategic Planning</b> <i>Pre-read Rumsfeld's Rules: Leadership Lessons in Business, Politics, War; Strategic plan discussion, update, and Life, by Donald Rumsfeld (chapter revision based on three-year assumptions)</i>	Chair	Discussion
12:00 p.m.	Working Lunch		
1:00 p.m.	<b>Executive Director Report and Q&amp;A</b>	Executive Director	Decision

TIME	TOPIC	LEAD	ACTION
1:35 p.m.	<b>Committee Reports and Resolutions</b> Executive, Governance, Finance and Audit Committees	Chair	Information Discussion
2:45 p.m.	Break	Chair	
1:00 p.m.	<b>Executive Session</b> Dismiss Executive Director, staff, guests  Board meeting resumes with executive session summary to Executive Director	Chair	
1:00 p.m.	<b>New Business</b>	Chair	
1:00 p.m.	<b>Adjournment</b>	Chair	