



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		Key: For information For discussion For decision
9:00 a.m.	Call to order	Chair	
9:05 a.m.	Rollcall and welcome	Chair	
9:10 a.m.	Minutes of last board meeting Consider a Consent Agenda ¹	Chair	Decision
9:15 a.m.	Personal updates and sharing	Secretary	Discussion
9:45 a.m.	Governance Conversation Lesson 23: <i>Focus on Mission Impact and Sustainability, Lessons from the Nonprofit Boardroom</i> , 2nd ed., pages 117-122	Governance Chair	Discussion
9:55 a.m.	Break		
10:10 a.m.	Three Year Assumptions² Strategic Planning Pre-read <i>Rumsfeld's Rules: Leadership Lessons in Business, Politics, War; Strategic plan discussion, update, and Life</i> , by Donald Rumsfeld (chapter revision based on three-year assumptions)	Chair	Discussion
12:00 p.m.	Working Lunch		
1:00 p.m.	Executive Director Report and Q&A	Executive Director	Decision



Quarterly Board Meeting Agenda (*cont.*)

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TIME	TOPIC	LEAD	ACTION
1:35 p.m.	Committee Reports and Resolutions Executive, Governance, Finance and Audit Committees	Chair	Information Discussion
2:45 p.m.	Break	Chair	
3:00 p.m.	Executive Session Dismiss Executive Director, staff, guests Board meeting resumes with executive session summary to Executive Director	Chair	
4:00 p.m.	New Business	Chair	
5:00 p.m.	Adjournment	Chair	