**ANNUAL BOARD MEETING
AGENDA TEMPLATE**

|  |  |  |
| --- | --- | --- |
| DATE | TIME | LOCATION |
|  MM/DD/YY |  |  |
| MEETING CHAIR | EMAIL | PHONE |
|  |   |   |
| MEETING SCRIBE | EMAIL | PHONE |
|  |   |  |
| ORGANIZATION NAME |
|  |
| BOARD MEMBERS IN ATTENDANCE |
|  |  |  |  |
|  |  |  |  |
|   |  |  |  |
|   |   |   |   |

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| --- |
| AGENDA ITEMS |
| DESCRIPTION | DISCUSSION LEAD | START TIME |
| 1. Call to Order
 |  |  |
| 1. Annual Report Presentation
 |  |  |
| *2a. Executive Director Report* |   |   |
| *2b. Finance Committee Report* |   |   |
| *2c. Governance Committee Report* |  |  |
| *2d. Program Committee Report* |  |  |
| 1. Auditor Appointment for the next fiscal year
 |  |  |
| 1. Organizational Bylaws
 |  |  |
| 1. Nominations
 |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
| AMENDMENTS, CHANGES, OR ADDITIONS |
|  |
|  |  |  |  |  |
| NEXT MEETING |
| DAY AND DATE | LOCATION | START TIME | END TIME |
|   |   |   |   |

|  |  |
| --- | --- |
| BOARD CHAIR APPROVAL | BOARD SUB-CHAIR APPROVAL |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |   |  |  |

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