Simple Board Meeting Template

# [Organization Name] – Board Meeting

## January 1, 2025

## 10:00am – 12:00pm

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| Meeting Purpose: Convene the board to discuss and approve current and future matters. Fill in information about your board’s specific goals during this meeting. |  |
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| 10:00 – 10:05 | Governance  * Note the time, date, and location * Roll Call of attendees * Call to Order | Chair |
| 10:05 – 10:10 | **Approve current agenda** | All Members |
| 10:10 – 10:20 | **Approve past minutes** | All Members |
| 10:20 – 11:00 | Officer reporting and presentations  * Finances * Operations * Personnel * Vision | Officers |
| 11:00 – 11:20 | Introduction of voting motions | Chair |
| 11:20 – 11:40 | Old or ongoing business | All Members |
| 11:40 – 12:00 | New business | All Members |
| 12:00 | Adjournment | Chair |