BOARD OF DIRECTORS MEETING

(Sample Agenda)

Date

Start and End Time

Place

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Topic | Documents | Board Action/Outcome | Presenter |
| 6:30 – 7:00 | Gather/Share food/Informal discussions/Settle |  | Eat, enjoy |  |
|  |  |  |  |  |
|  | **Preliminaries** |  |  |  |
| 7:00 - 7:05 | Agenda ReviewCheck-ins | Agenda | DecideShare/Listen | Chair |
| 7:05 – 7:10 | Review and approve last meeting’s minutes | Draft minutes | Decide | Secretary |
| 7:10 – 7:20 | Open Member Time |  | Listen | Chair |
|  |  |  |  |  |
|  | **Board Education** |  |  |  |
| 7:20 - 8:05 | Cooperatives and Cooperation: Mondragon and Emilia Romagna | “Humanizing the Economy” chapter 4 | Listen, learnQ&A, discussion | Education Committee |
|  |  |  |  |  |
|  | **Board Decisions** |  |  |  |
| 8:05 - 8:20 | Revising Policy *xx* | Draft *xx* policy | Discuss/ Decide | Secretary |
|  |  |  |  |  |
|  | **GM Reporting** |  |  |  |
| 8:20 – 8:40 | Monthly update report | GM FYI report | Quick Q&A | Chair |
| 8:25 – 8:40 | GM Monitoring Report: B1-Financial Conditions | B1 monitoring report | Decide (Use Decision Tree) | Chair |
|  |  |  |  |  |
|  | **Self-Monitoring** |  |  |  |
| 8:40 - 8:50 | Board Process G2 | Policy Register | Discuss/ Decide | Chair |
|  |  |  |  |  |
|  | **Closings** |  |  |  |
| 8:50 – 8:55 | Review Decisions, Tasks, AssignmentsReview Board Calendar  | Calendar | DiscussionDiscussion | Secretary |
| 8:55 – 9:00 | Preview next meeting topicsDebrief/ Evaluate MeetingAdjourn Meeting |  | DiscussionDiscussionDecide | Chair |
|  |  |  |  |  |
| 9:00 | **Goodbye, Good Job!** |  |  |  |