office printable .com

BOARD MEETING AGENDA

ORGANIZATION	MEETING TYPE	DATE	TIME

Location / link _____ Chair _____

Quorum needed _____ Secretary _____

Notice given _____ Board packet sent _____

Order of business

Item	Details and motions to be made	Presenter	Action	Min	Attach.
1. Call to order					
2. Roll call, quorum					
3. Approve agenda					
4. Minutes of last meeting					
5. Financial report					
6. Director / staff report					
7. Committee reports					
8. Old business					
9. New business					
10. Announcements					
11. Executive session					
12. Adjournment					
Total minutes					

ATTACHMENTS IN THE BOARD PACKET

_____

_____

_____

Next meeting _____ Prepared by _____