

☐ **BORING OFFICE TOOLS** — Tools that should already exist.

BOARD MEETING AGENDA

[Organization name]

Date: _____ **Time:** _____ **Location:** _____

Chair: _____ **Minutes taken by:** _____

Quorum: ☐ confirmed

1. Call to order — Meeting called to order at _____. Quorum confirmed.

2. Approval of agenda — Agenda approved: ☐ as circulated ☐ with amendments: _____

3. Approval of previous minutes — ☐ approved as circulated ☐ approved with corrections:

4. Business arising — Follow-up on action items from previous meeting.

5. Reports — Treasurer / Executive Director / Committee reports.

6. New business — New motions and discussion items.

7. In camera — If required — record that the board moved in camera, the general subject, and any decisions.

8. Action items review — Decisions made today — who owns each, and by when.

9. Next meeting — Date: _____

10. Adjournment — Meeting adjourned at _____.

For general information only — not legal, tax, or accounting advice.

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