

# Meeting Agenda: [Organization Name]

[Date, Time, Place]

#	Agenda Item	Lead	Time
<b>Opening Formalities</b>			
1.	Welcome confirmation of quorum and adoption of Agenda	Chair	3
2.	Go-around to build trust, e.g., what's been awesome in your life since we last met? (could be personal, work or community)	All	12
<b>Board Education</b>			
3.	Update on _____	—	18
<b>Creative Discussion (situation analysis sent in advance)</b>			
4.	Future-oriented thinking on _____	—	15
<b>Decision Items - decision support documents sent in advance</b>			
5.	Strategic Priority # 1: _____	—	15
6.	Strategic Priority # 2: _____	—	10
<b>Decision Item - added due to urgent call from funder</b>			
7.	Strategic Priority # 3: _____	DoD	15
<b>Discussion Items - discussion support documents sent in advance</b>			
8.	Strategic Priority # 3: _____	—	20
9.	Strategic Priority # 1 & 4: _____	—	10
<b>Information Items - reports distributed in advance</b>			
10.	Questions on the Board Committee or financial reports	All	5
11.	Questions on the Executive Director report	ED	5
<b>Housekeeping</b>			
12.	Approval of the Board minutes of _____	Secretary	2
13.	Future agenda items	Secretary	4
14.	Confirmation or change of meeting schedule/location	Chair	3
<b>In Camera</b>			
15.	Board members only - ED invited/not invited to this session	Chair	15

2.5 hrs