

CONSENT AGENDA - An agenda can make or kill a board meeting. If you routinely have the same items to approve, try using a "consent agenda." A consent agenda groups routine items under one umbrella that, unless any board member requests that the item be discussed, can be approved without discussion. Typical items for a consent agenda are accepting committee and board minutes or other documents, approving standard contracts, or confirmation of conventional actions required by by-laws. Don't forget: consent agendas should be distributed in advance of the board meeting to allow board members sufficient time to review items, and ask for topics to be taken off the consent agenda for discussion if they like.

**Board of Director's Meeting
ABC Organization
March 6, 2010, 7:30 am – 8:30 am
SAMPLE AGENDA**

	<u>Item</u>	<u>Action</u>
7:00 am	Continental Breakfast Welcome	
7:05 am	Call to Order & Quorum Determination <i>Board Chair</i>	Approval
7:10 am	Consent Agenda <i>Board Chair</i> <ul style="list-style-type: none">• Minutes from last meeting• Financial Report• Director's Report• Transfer of Funds• Ratification of X• Ratification of Upcoming Study	Approval
7:20 am	Presentation: <i>Strategic Plan</i>	Information
7:50 am	Work Session Board members will divide into small groups to review strategic plan and provide input for updating.	Discussion
8:30 am	Adjourn	Approval