Missouri Credit Union Association

Your Best Resource!

Sample Credit Union Board Meeting Agenda

Allocated Time and Location

Roll Call (1 minute) – Verify that a quorum is present and note who is absent.

Approve Minutes from Last Meeting (1 minute) – Approve the minutes that were furnished to board members prior to meeting. All board members are expected to read the minutes prior to the meeting. Corrections or amendments to the minutes need to be acted upon by the entire board and recorded in the minutes.

Election of Officers and Appointment to Committees (5 minutes) – Only included in the agenda after the first board meeting following the annual meeting or when a vacancy must be filled. (Annual Event, not monthly)

Approve Reports (20 - 30 minutes) – Reports could include recommendations that require board response. If recommendations are to be acted on at the same meeting where the report is presented, the proposed actions should be included with other new business and the information should be furnished to the board members prior to the meeting. Reports should be highlighted and not read in their entirety.

- **Treasurer (1-3 minutes)**
- **Supervisory Committee (1-3 minutes)**
- **Credit Committee (2-5 minutes)**
- **Chapter Information (1-3 minutes)**
- **Chief Executive Officer / Manager (10-15 minutes)**
    - **New & Closed Member Accounts (1-3 minutes)**
    - **New & Paid off Loans (1-3 minutes)**
    - **Delinquent Loans / Charge offs / Bankruptcy (5-7 minutes)**
    - **Budget Review – over 20% variance (1-3 minutes)**
    - **Key Ratios (2-5 minutes)**
        - **Loan to Assets**
        - **Return on Assets (Net Income or Loss)**
        - **Delinquency**
        - **Charge offs**
        - **Capital to Assets**
        - **Loan Yield**
        - **Investment Yield**
    - **Loan / Share / CD Rate Adjustments**

The treasurer's report distributed to the board members should include the credit union's comparative balance sheet, and income statement. The reports should include the current year to date, prior year to date, and year to date budget.

Communications (2 - 5 minutes) – Letters, messages, and documents received by the credit union since the last board meeting that deal with matters of interest or importance to the board. These communications may come from members, nonmembers, regulatory agencies, or elsewhere.

Unfinished Business (10 - 20 minutes) – Unfinished items from prior meetings. All issues should be listed and the directors should be aware of them.

New Business (15 - 25 minutes) – Items that were not previously presented to the board. Background information should be furnished to the directors prior to the meeting.

Other Business (5 - 10 minutes) – Anything not anticipated at the time the agenda was prepared.

Date, Time, and Location of the Next Board Meeting

Adjournment

**** Prior to the board meeting, all members should receive a packet that includes the agenda, prior meeting minutes, reports to be presented, and new business background information.***