

# *Nonprofit Network*

## **Sample Board Meeting Packet**

This sample board meeting packet includes a sample:

- Board Meeting Agenda
- Board Meeting Minutes
- Executive Director Report

While reading this sample board meeting packet, please keep in mind:

- The attached sample board meeting agenda contains a variety of items that are typically on board meeting agendas. In reality, the attached sample board meeting agenda would be considered too full to accommodate a 90 minute board meeting. Not allowing enough time for adequate conversation may frustrate board members and lead to rushed decisions.
- On the back of the board meeting agenda, it is good practice to have a running list of the organization's policies, the date in which policies were approved/last reviewed, and a note as to where board members can access the policies.
- The Executive Director does not read the Executive Director report out loud at the board meeting. The report is included as part of the consent agenda.
- Items that are in italics are notes or items that should be personalized according to each individual organization.

# *Organization Name*

## Sample Board Meeting Agenda

*Date and Time*

**Mission/Vision:** *Put organization's mission and/or vision here.*

AGENDA ITEM	DISCUSSION	DECISION/ACTION
● Meeting Called to Order		
● Identification of Possible Conflict of Interest		
● Reading of Mission or Vision Statement		
● Consent Agenda <ul style="list-style-type: none"> <li>● Agenda</li> <li>● Board Meeting Minutes</li> <li>● Executive Director Report</li> <li>● Policy Committee Meeting Minutes</li> <li>● Finance Committee Meeting Minutes</li> <li>● Strategic Oversight Committee Meeting Minutes</li> </ul>	Attachments	Vote to Approve  <i>(Everything listed in the consent agenda would be included in the board packet.)</i>
● Message from the Board Chair	<i>(The Board Chair would discuss celebrations and acknowledgements, call for help, and announce reminders.)</i>	
● Volunteer Policy	<i>(The Policy Committee would present the new policy to the board.)</i>	Vote to Approve  <i>(The Volunteer Policy would be included in the board packet.)</i>
● Review of Audit/990	<i>(The auditor would present the audit/990.)</i>	Vote to Approve Audit/990.  <i>(The Audit/990 would be included in the board packet.)</i>
● 2017 Cash Flow	<i>(Significant cash fluctuations would be discussed.)</i>	
● Strategic Conversation <ul style="list-style-type: none"> <li>○ Goal 1: Program Expansion</li> </ul>	Define and clarify the goal. Define "expansion."	
● Adjourn		

**Please note this is a sample agenda. In reality, this agenda would be considered too full to accommodate a 90 minute board meeting. Not allowing enough time for adequate conversation may frustrate board members and lead to rushed decisions.**

## List of Policies Approved by the Board of Directors

<b>Policies</b>	<b>Board Approval Date</b>	
Accounting Policies	January	2016
Board Recruitment Process	September	2016
Bylaws Amended	March	2014
Code of Ethics	March	2015
Conflict of Interest	February	2014
Confidentiality Policy	January	2014
Credit Card Policy	January	2016
Disaster Recovery Plan Policy	September	2012
Document Retention Policy	January	2016
Document Retention Schedule	January	2016
Electronic Security Policy	November	2014
Employee Handbook Policy	June	2016
Employee Progressive Discipline Policy	January	2017
Executive Director Job Description	September	2016
Executive Director Search Policy	June	2016
Executive Director Succession Plan	June	2016
Harassment and Workplace Violence Policy	July	2013
Meeting Minute Policy	May	2016
Mileage Policy	July	2013
Volunteer Policy	In Process	
Whistle Blower Policy	July	2015
Whistle Blower Policy with Complaint Procedure	July	2015
Workforce Reduction	January	2016
Workplace Safety Policy	July	2013

All of Nonprofit Network's policies are listed on Nonprofit Network's website: <http://nonprofnetwork.org/GovernancePolicies>

Hard copies of policies are kept in Nonprofit Network's office.

# *Organization Name*

## Sample Board Meeting Minutes

*Date and Time*

**Mission/Vision:** *Put organization's mission and/or vision here.*

Present: *List names of board and staff members that are present.*

Excused: *List names of board members that are excused.*

Absent: *List names of board members that are absent.*

AGENDA ITEM	DISCUSSION	DECISION/ACTION
<ul style="list-style-type: none"> <li>Meeting Called to Order</li> </ul>		<i>List Start Time</i>
<ul style="list-style-type: none"> <li>Identification of Possible Conflict of Interest</li> </ul>	<p><i>Board Member's Name</i> indicated recently joined XYZ's board.</p> <p><i>Board Member's Name</i> began volunteer at XYZ organization.</p>	
<ul style="list-style-type: none"> <li>Reading of Mission or Vision Statement</li> </ul>		<i>Board Member's Name</i> read the Mission or Vision statement.
<ul style="list-style-type: none"> <li>Consent Agenda               <ul style="list-style-type: none"> <li>Agenda</li> <li>Board Meeting Minutes</li> <li>Executive Director Report</li> <li>Policy Committee Meeting Minutes</li> <li>Finance Committee Meeting Minutes</li> <li>Strategic Oversight Committee Meeting Minutes</li> </ul> </li> </ul>	Attachments	<p>Motioned by <i>Board Member's Name</i>. Motion seconded by <i>Board Member's Name</i>.</p> <p>All were in favor.</p> <p>The consent agenda was passed.</p>
<ul style="list-style-type: none"> <li>Message from the Board Chair</li> </ul>	<p>The Board Chair celebrated the staff's accomplishments for XYZ <i>achievement</i>.</p> <p>The Board Chair reminded Board Members that the staff retreat will be held on XYZ <i>time and date</i> at XYZ <i>location</i>.</p>	
<ul style="list-style-type: none"> <li>Volunteer Policy</li> </ul>	<p>The Policy Committee presented the Volunteer Policy to the Board.</p> <p>A board member asked why the committee selected two years for a volunteer term. It</p>	<p>Motioned by <i>Board Member's Name</i>. Motion seconded by <i>Board Member's Name</i>.</p> <p>All were in favor.</p> <p>The Volunteer Policy passed.</p>

	was explained that one year would be too short to learn and contribute.	
<ul style="list-style-type: none"> <li>Review of Audit/990</li> </ul>	<p>The auditor presented the audit and 990.</p> <p>A board member had a question regarding XYZ. The auditor explained XYZ further.</p>	
<ul style="list-style-type: none"> <li>2017 Cash Flow</li> </ul>	The Executive Director explained newly acquired grants and funds.	
<ul style="list-style-type: none"> <li>Strategic Conversation <ul style="list-style-type: none"> <li>Goal 1: Program Expansion</li> </ul> </li> </ul>	Board members broke into small groups. In small groups they defined the goal and defined expansion. Board members then came back together as a large group and put all of their ideas on a flipchart. Their ideas included: <i>list ideas here</i> . After much conversation and discussion board clarified the goal and defined expansion.	Board members decided the goal is XYZ and expansion means XYZ.
<ul style="list-style-type: none"> <li>Adjourn</li> </ul>		<i>List End Time</i>

# *Organization Name*

## **Sample Executive Director Report**

### *Month and Year*

#### **1. Membership**

We have XYZ members. New members this year include:

- *Name of Member*
- *Name of Member*
- *Name of Member*

#### **2. Income Tracking**

Updates: Below are some details about what was budgeted – and what income has already been secured for 2017.

*Updates regarding income tracking here.*

#### **3. New Pending Partnerships – *Name of Foundation with Pending Partnership***

*Updates regarding background information of potential partnership.*

#### **4. Nonprofit Presentation**

*Update regarding nonprofit presentation given by the Executive Director.*

#### **5. Program Expansion**

*Update regarding new program opportunity.*

#### **6. Upcoming Conference Presentations**

- *Name of Conference*
- *Name of Conference*
- *Name of Conference*
- *Name of Conference*
- *Name of Conference*
- *Name of Conference*

#### **7. Staffing Update**

*Update regarding staffing changes.*

#### **8. Grant Award Received**

*Update regarding grant award received.*

**Please note the Executive Director does not read the Executive Director report at the board meeting. The report is included in the consent agenda of the board packet.**