[](http://bit.ly/2NLu2GO)**BOARD MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | TIME | LOCATION | |
|  |  | Conference Room A, Main Office | |
| MEETING CHAIR | EMAIL | | PHONE |
|  |  | |  |
| MEETING SCRIBE | EMAIL | | PHONE |
|  |  | |  |
| MEETING TITLE | | | |
| Development Goals | | | |
| SUPPORTING DOCUMENTS REQUIRED | | | |
| Agenda, Previous Meeting Minutes, Financial Reports, etc. | | | |
| BOARD MEMBERS / ATTENDEES REQUESTED | | | |
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AGENDA

1. Call to Order
2. Welcome / Introductions
3. Committee Leader Remarks
4. Agenda Items
   1. Action Item
      1. Item terms
      2. Item description
      3. Item participants
5. Attendee Remarks
6. Approval of Previous Minutes
7. Executive Director Report
8. Voting / Reports
9. Meeting Policies
10. Other Business
11. Adjournment
12. Convene to Closed Session

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| --- | --- | --- | --- |
| BOARD CHAIR APPROVAL | | BOARD SUB-CHAIR APPROVAL | |
| SIGNATURE | DATE | SIGNATURE | DATE |
|  |  |  |  |

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