Board meeting of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Organization

Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please read (attached)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please bring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(insert the organization’s mission statement and/or the goal of the meeting here)*

1. Call to Order – Chairperson *(insert time frame)*
2. Establish Quorum
3. Comments and Introductions - Chairperson *(time)*
4. Approval of Agenda *(time)*

*(Review agenda, make corrections, add items and then approve)*

1. Review of Previous Annual Meeting Minutes *(time)*
* Read, amend, approve and file
1. Financial Report
	* Annual financial report – treasurer
	* Auditor’s report
2. Committee Annual Reports *(time)*
3. Executive Director’s Report *(time)*
4. Review Special Resolutions
	* Amend bylaws
5. Election of Office *(time)*

*Use the space to add a humorous picture or comic, important reminders, messages from the chairperson or any information you would like your board members to see.*

1. Guest Speaker *(time)*
2. Adjournment