## ONE FORMAT FOR BOARD MEETINGS – To BETTER ENGAGE BOARD

**Goal**: less time on reports, more on real problem-solving, planning and decision making

1. **Approve Minutes**  5 min *Chair*

2. **Consent Agenda** (emailed one week before) 10 min *Executive*

 *Director*

- Program, Fundraising, Admin/Operations

- Financial Reports

3. **Treasurer’s Report** (ending the month before) 10 min *Treasurer &*

- Year-to-date vs Budget (Profit and Loss) *Finance Staff*

- Balance Sheet

- Cash flow

4. **Strategic Plan Check-In** 10 min *Varies*

(*A different goal or section of it, each meeting;*

*how are we doing? What are challenges/progress?)*

5**. Non-Profit Governance and/or Policy-of-the-Month** 15 min *Secretary/Officer*

(*Presentation of draft policies and policy updates as needed,*

*for board to discuss and approve, working off a master list that*

*identifies where policies need to be committed to in writing)*

6. **Real Discussion #1**

 (“What’s Keeping The ED Awake at Night”) 20 min *Exec Director*

*On any program, fundraising, administrative, HR,*

*or operational issue- a topic specific to the organization*

*around which the Executive Director seeks board guidance,*

*or simply time to share perspective*

7. **Real Discussion #2:**

 (“The Discussion or Market ISSUE”) 20 min *Varies*

*Time for the “big questions” we never get to. Often a program*

 *or policy issue-generally something not yet needing a vote or action.*

*What’s happening in the field? Or around an issue relevant to us?*