

## Agenda Format – Sample

Meeting is called to order by the Chair

Item #	Item	Time	Presenter	Schedule
1.	Approval of Agenda*	2 min.	Chair	9:00am
2.	<ul style="list-style-type: none"> <li>• Minutes of previous meeting*</li> <li>• Monitoring reports*</li> <li>• Regular correspondence</li> <li>• Chair’s report</li> <li>• CEO’s report*</li> <li>• Task group &amp; Committee Progress reports</li> <li>• Approval of delegates to Provincial Association’s AGM</li> </ul>	2 min.	Chair	9:04am
3.	Business:			
	<p><b>Objective:</b> To clarify the issues &amp; decide how we want to address this matter</p>			
3.1	Proposed gov’t regulations re land use*	20 min.	Bob Brown	9:06am
3.2	Discuss options developed by Harassment Task Force and make a decision regarding what will be out policy			
4.	Board Meeting Evaluation	10 min.	Vice-Chair	9:46am

***At this point the formal board meeting can be adjourned and an Update/Information session convened or the Chair can inform the board that they are now into an Information/Update session.***

5. Information/Update session:

This is the opportunity for the board to ask questions about programs and services; where the CEO can give a report on what the organization has been doing for the past month; where the Chair's report can be discussed by the board; where the board and CEO can talk about strategies without the CEO being obliged to have to implement any board suggestions; where board and staff can discuss ideas for new programs and services; where committees of the board or staff can talk about what they have been doing. Essentially it is a free interactive session without any obligations.

**Note:** The items asterisked\* in 1 through 3 are items requiring 'need to know' information. In other words, directors need to have the information related to these items so that they can review and if necessary be prepared to discuss them. The items in the Consent Agenda require the directors to have the information about them, but not for the purpose of discussion. The information in item 5 Information/Update is nice to know information that can be discussed but not as part of the formal board meeting