 **Sample Board Meeting Agenda**

1. Approval of Agenda
2. Approval of Consent Agenda
3. Business of the day
4. Board development
5. Meeting evaluation
6. Adjourn
7. Info/update session (discretionary)

Consent Agenda:

* Routine information that doesn’t need discussion
* Improves efficiency
* Financials included only if board competency established
* If there are significant issues/questions with an item, it needs to come out and be placed on agenda

Consent agenda sample components:

* Chair report
* Staff reports
* Committee/task force reports
* Minutes of previous meeting
* Routine correspondence