

BOD Meeting Template – Date

ITEM#	DONE	PASS	FAIL	GENERAL REPORTING
1				Attendance List if Required by By-Laws
2				Quorum Present
3				Meeting Called to Order
4				Consent Calendar – Identify Items ***
				1. Committee Reports – Informational Only
				2. Notes, Flyers of Upcoming Events
				3. Non-actionable Correspondence
				4. Other Non-Debatable, Information Only Items
				*** Items formerly under ‘Consent Calendar’ removed by group agreement move to the most appropriate section for resolution
5				Minutes of the Previous Meeting – Approval Required
				1. Additions/Corrections as Follows;
6				Finance/Treasurer’s Report – Receive Report Only
				1. Review Financial Statements; Assets/Liabilities including Reserves, Restricted Funds, Dedicated Funds
				2. Budget – Actual versus Proposed/Forecasted
				3. Communication/Reports from any Financial Advisors
				REPORTING to BOD and/or General Membership
7				President’s Report
				1. Informational items only
				2. Updates on Industry Meetings in Attendance
				3. Personal Preference of the Chair
8				CEO’s Report
				1. Update on Corporate Activities, Business Consultants
				2. Information on Trends, Issues affecting the industry from State/National Meetings, Conferences or Symposiums
				3. Other items that can affect the Association’s business dealings
9				President-Elect’s Report
				1. Statement of all Committees, Workgroups, Task Forces that met and where their filed informational reports are
				2. Statement of Committees, Workgroups and Task Forces that have action items recommendations under either unfinished or new business

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10				First Vice-President's Report
				If there is a position – a suggestion is to have them responsible for all government affairs and community relations to share responsibilities with the President Elect
11				Committee/Workgroup/Task Force Reports
				Rather than filed reports, if desired, report can be made verbally by either the Chairs or the Director Liaisons to the groups
				BUSINESS MEETING for BOD Only
				1. Only those authorized by By-Laws may remain due to Fiduciary Duties and Corporate Responsibilities that must be adhered to and cannot be set aside
				2. Consultants and Subject Matter Experts may be invited for input prior to debating and voting on issues
12				Unfinished Business – Process in Steps
				1. Action item Stated in Motion Form on Agenda
				a. State why this motion has returned – Referred back to Committee; Postponed Date Specific
				b. Identify the item in the Strategic Plan that allowed it to be addressed by the BOD
				2. Motion placed on Table by President-Elect or Director Liaison responsible for that like-kind grouping
				3. Motion Seconded
				4. Add Committee Rationale for Motion/Position
				5. Add Leadership Team's Rationale for Motion/Position
				6. Add Finance's Perspective (in budget or non-budgeted item)
				7. Add any Legal Perspective/Opinion on Motion
				8. Debate
				9. Vote
				10. Add rationale or talking points if desired
13				New Business – Same Steps are Unfinished Business
				1. List All Motions – Indicate section of the Strategic Plan _____ Motion Made _____ Motion Seconded
14				Adjourn
				Since no motions should be added arbitrarily to the agenda since it violates 'Reasonable Skill and Care' of the Fiduciary Duties and no prior research has been done, the meeting should conclude