

Board meeting agenda template

Date:

Time:

Location:

Attendees:

1. Call to Order

- Time and attendance call
- Declaration of quorum

2. Approval of Minutes

- Approval of the minutes from the previous board meeting
- Matters arising from the minutes

3. Reports

- President's report
- Financial report
- Committee reports

4. Unfinished Business

- Discussion on pending matters from the previous meeting
- Decisions to be taken on unfinished business

5. New Business

- Discussion on new matters
- Decisions to be taken on new business

6. Any Other Business

- Discussion on any matter that was not included in the previous items
- Decisions to be taken on any other business

7. Date, Time and Place of Next Meeting

- Deciding on the date, time and venue for the next board meeting

8. Adjournment

- Concluding the meeting