

SAMPLE BOARD AGENDA

Here is a sample agenda for a 2-hour meeting

Opening (10 min)

1. Welcome
2. Approve Agenda
3. Consent Agenda

Generative Focus (60 mins)

4. *If we were to do this park and nature area project in the low-income neighborhood, would we be contributing to stereotyping, diversity and inclusion, or both?* (discussion)

Strategic Focus (30 mins)

5. New roles with America the Beautiful Act funding (preliminary discussion)
6. New program proposal (action)

Fiduciary Focus (15 mins)

7. Quarterly financial / impact dashboard review (action)
8. Update: audit committee formation (information)
9. Donor relations and engagement events (discussion / sign-up)

Closing / Appreciations (5 min)

A note on the agenda above

You might be thinking, “One hour on a generative topic?! We would never be able to do that.” The point is not that you should set aside a full hour. The point is that you should have meaningful time dedicated to generative and strategic issues – that is what is interesting and meaningful for your board. Keeping your board members solely or primarily in their fiduciary role risks losing their interest and engagement and minimizes the importance of the other two elements of board leadership.

