

Sample Board Meeting Agenda – Simple

Meeting of the Board of Directors

June 1, 20xx

Board Conference Room

189 Any Street

Anytown, U.S.A

7:00 PM

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from the Last Meeting
- IV. Executive Director's Report
- V. Review of Quarterly Financial Statements
- VI. Report on Programs
- VII. Fundraising Committee Report
- VIII. Other Business
- IX. Adjourn Meeting