# A Formal Board Meeting Agenda

## Goal

Guide strategy, operational issues, policy, and compliance items.

## Agenda

### 1.0 Meeting Opening (10 minutes)

Welcome and Apologies

**1.1 Approval of Previous Minutes and Matters Arising**

Attach the minutes for review and approval.

**Action requested:** Motion to approve the minutes of the previous meeting and to deal with any matters arising.

### 2.0 Matters for Decision (90 minutes)

**2.1 Major Decisions**

*Add an agenda item for each major decision to discuss. Attach reports and background information with recommendations in advance.*

**2.1.1 Decision Item 1**

**Action requested:** decision requested

**2.2 Routine Decisions / Consent Agenda**

### 4.0 Reports and Discussion

Add additional agenda items for each committee report and any discussions concerning upcoming decisions.

**4.1 Chief Executive’s Report**

* + Current Significant Issues
  + Update on Strategic Plan Implementation
  + Major Key Performance Indicators
  + Risk and Compliance Update
  + Other Updates

**4.2 Chief Financial Officer’s Report**

**4.3 Other matters for discussion**

### 5.0 Updates and Announcements

### 6.0 Meeting Closing

* + - Review actions from this meeting
    - Meeting evaluation
    - Next meeting
    - Adjournment

## Resources

See full details about this template on the Lucid Meetings website.

<http://www.lucidmeetings.com/templates/formal-board-meeting>