

NONPROFIT BOARD MEETING AGENDA

MEETING DETAILS

| | |
|---------------------|--|
| MEETING TYPE | <i>[Regular / Special / Annual]</i> |
| DATE | <i>[Month DD, YYYY]</i> |
| TIME | <i>[Start Time] - [End Time] [Timezone]</i> |
| LOCATION | <i>[Physical address / Virtual platform + link / Hybrid details]</i> |
| CALL-IN | <i>[Dial-in number, passcode, platform URL]</i> |

CALL TO ORDER

Board chair calls the meeting to order and confirms the date and time for the record.

ATTENDANCE AND QUORUM

Secretary records attendance. Quorum requires a majority of directors unless bylaws specify otherwise.

| Director Name | Role | Present | Remote | Absent |
|---------------|------|---------|--------|--------|
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|---|-------------------|
| TOTAL DIRECTORS | <i>[]</i> |
| DIRECTORS PRESENT (IN PERSON + REMOTE) | <i>[]</i> |
| QUORUM REQUIRED | <i>[]</i> |
| QUORUM CONFIRMED | <i>[Yes / No]</i> |

CONFLICT-OF-INTEREST DISCLOSURE

Each director states any financial or personal interest in an agenda item. Secretary records disclosures (or absence of disclosures) in the minutes. Any conflicted director recuses from discussion and vote on the relevant item.

MISSION MOMENT

A beneficiary story, program highlight, volunteer recognition, or impact data snapshot. Reconnects the board to mission before governance business begins. (3-7 minutes)

PRESENTER: [Name / Title]

TOPIC: [Description]

CONSENT AGENDA

Bundled routine items approved by single omnibus motion. Any director may pull an item for individual discussion before the vote. Do not include financial statements.

- Approval of prior meeting minutes ([date])
- Routine correspondence
- Committee reports submitted for information only
- [Additional routine items]

MOTION: Approve consent agenda as presented.

EXECUTIVE DIRECTOR REPORT

ED presents; board asks questions. Written report should be distributed with the board package 7 days before the meeting. (10-15 min + Q&A)

- Operations update and key metrics
- Staffing changes
- Strategic plan progress
- Items requiring board input or approval

FINANCIAL REPORT

Treasurer or finance committee chair presents. This item requires active discussion and should never appear on the consent agenda.

- Budget-to-actual comparison (YTD)
- Cash position and restricted fund balances
- Upcoming large expenditures

MOTION: [Accept financial report / Approve expenditure / Other]

PROGRAM AND MISSION IMPACT REPORT

Program committee or ED presents outcomes vs. targets for each major program area.

- People served (actual vs. target)
- Program completion rates
- Outcome metrics tied to mission

FUNDRAISING AND DEVELOPMENT REPORT

Fundraising committee chair presents. Include quarterly at minimum.

- Revenue-to-goal by source
- Donor retention rate
- Major gift pipeline
- Board member giving participation

GOVERNANCE REPORT

Governance committee chair presents.

- Policy reviews due this quarter
- Board composition and diversity
- Upcoming term expirations

OLD BUSINESS

Continuing items from prior meetings. Use action prefixes.

APPROVE: [Item description]

DISCUSS: [Item description]

DECIDE: [Item description]

NEW BUSINESS

Items raised for the first time. Use action prefixes.

APPROVE: [Item description]

DISCUSS: [Item description]

RECEIVE: [Item description]

EXECUTIVE SESSION

Standing item. ED leaves unless specifically invited to stay. Check the applicable category:

- ED performance evaluation
- ED compensation review
- Legal matter
- Personnel issue
- *Other: [specify]*

ADJOURNMENT

| | |
|-----------------------------|------------------|
| MOTION TO ADJOURN BY | [Name] |
| SECONDED BY | [Name] |
| MEETING ADJOURNED AT | [Time] |
| NEXT MEETING DATE | [Month DD, YYYY] |

ANNUAL GOVERNANCE CALENDAR

Map these items to your fiscal year. Check the quarter each item is scheduled.

| Governance Item | Q1 | Q2 | Q3 | Q4 |
|---|----|----|----|----|
| Conflict-of-interest annual disclosure | ✓ | | | |
| Board independence review | ✓ | | | |
| Form 990 / T3010 board review | | ✓ | | |
| ED performance evaluation | | | ✓ | |
| ED compensation review | | | ✓ | |
| Whistleblower policy review | | | | ✓ |
| Document retention policy review | | | | ✓ |
| Board self-assessment | | | | ✓ |
| Annual budget approval | | | | ✓ |
| Audit committee / external audit review | | ✓ | | |
| Strategic plan review | | | ✓ | |
| Disbursement quota check (Canada) | ✓ | ✓ | ✓ | ✓ |

Note: Disbursement quota monitoring (Canada only) is a standing quarterly item. All other items are scheduled annually. Adjust quarters to match your fiscal year-end.

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