[](https://www.smartsheet.com/try-it?trp=11621&utm_source=integrated-content&utm_campaign=/content/board-meeting-agenda-templates&utm_medium=Board+Meeting+Agenda+Template+with+Sample+Data+doc+11621&lpa=Board+Meeting+Agenda+Template+with+Sample+Data+doc+11621)**BOARD MEETING AGENDA   
TEMPLATE EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| DAY AND DATE | TIME | LOCATION | |
| Thursday, November 11 | 11:30 AM | Conference Room 1A, Central Office | |
| MEETING CHAIR | EMAIL | | PHONE |
| S. Li | sli@url.com | | (###) ###-#### |
| MEETING SCRIBE | EMAIL | | PHONE |
| J. Byrne | jbyrne@url.com | | (###) ###-#### |
| MEETING TITLE | | | |
| November Board Meeting | | | |
| SUPPORTING DOCUMENTS REQUIRED | | | |
| Previous Meeting Minutes, Reports, and Proposals | | | |
| BOARD MEMBERS / ATTENDEES REQUESTED | | | |
| J. Byrne | A. Kahn | J. Kirby | S. Li |
| L. Martinez | R. McKay | G. Morrison | D. Nelson |
| E. Ramirez | D. Voss | K. Ward |  |
|  |  |  |  |

AGENDA

1. Call to Order
2. Review and Approve Previous Minutes
3. Executive Director Report
4. Finance Director Report
5. Governance Committee Report
6. Old Business
7. New Business
8. Announcements
9. Next Meeting Date and Time
10. Adjournment

|  |  |  |  |
| --- | --- | --- | --- |
| BOARD CHAIR APPROVAL | | BOARD SUB-CHAIR APPROVAL | |
| SIGNATURE | DATE | SIGNATURE | DATE |
| S. Li | November 11 | J. Kirby | November 11 |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |