| **NON-PROFIT MEETING AGENDA TEMPLATE**  **[ORGANIZATION NAME]** |
| --- |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date: | [DATE] |
| Time: | [MEETING TIME] |

# TOPICS TO BE DISCUSSED:

## [OPENING]

### [INTRODUCTION]

### [MEETING GOALS]

## [ATTENDANCE]

### [RECORD PRESENT ATTENDEES]

### [RECORD NOTABLE ABSENTEES]

## [AGENDA APPROVAL]

### [REVIEW AGENDA]

### [REQUESTS FOR ADDITIONS]

### [VOTE TO APPROVE AGENDA]

## [PREVIOUS MEETING MINUTES]

### [REVIEW MINUTES]

### [VOTE TO APPROVE MINUTES]

## [FUNDRAISING]

### [CURRENT FUNDRAISING REPORT]

### [FUTURE FUNDRAISING OPPORTUNITIES]

### [PARTNER AND SPONSOR UPDATES]

## [FINANCE]

### [REVIEW CURRENT BUDGET]

### [PLANS FOR NEXT YEAR'S BUDGET]

### [SHORT- AND LONG-TERM FINANCIAL GOALS]

## [PROGRAMMING]

### [LESSONS FROM PAST PROGRAMS]

### [UPDATES ON ONGOING PROGRAMS]

### [PLANS FOR UPCOMING PROGRAMS]

## [NOMINATIONS]

### [REVIEW OPEN BOARD AND MANAGEMENT ROLES]

### [TALENT SEARCH UPDATES]

### [VOTE CURRENT NOMINATIONS]

## [OTHER ITEMS]

### [DISCUSS ANY OTHER ITEMS OF BUSINESS]

## [ADJOURNMENT]

### [MEETING CHAIR APPROVES MEETING MINUTES]

### [MEETING CHAIR ENDS MEETING]