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# NON-PROFIT MEETING AGENDA TEMPLATE

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Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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## TOPICS TO BE DISCUSSED:

### I. OPENING

#### a. INTRODUCTION

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#### b. MEETING GOALS

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### II. ATTENDANCE

#### a. RECORD PRESENT ATTENDEES

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#### b. RECORD NOTABLE ABSENTEES

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### III. AGENDA APPROVAL

#### a. REVIEW AGENDA

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#### b. REQUESTS FOR ADDITIONS

\_\_\_\_\_

#### c. VOTE TO APPROVE AGENDA

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### IV. PREVIOUS MEETING MINUTES

#### a. REVIEW MINUTES

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#### b. VOTE TO APPROVE MINUTES



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V. FUNDRAISING

a. CURRENT FUNDRAISING REPORT

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b. FUTURE FUNDRAISING OPPORTUNITIES

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c. PARTNER AND SPONSOR UPDATES

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VI. FINANCE

a. REVIEW CURRENT BUDGET

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b. PLANS FOR NEXT YEAR'S BUDGET

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c. SHORT- AND LONG-TERM FINANCIAL GOALS

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VII. PROGRAMMING

a. LESSONS FROM PAST PROGRAMS

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b. UPDATES ON ONGOING PROGRAMS

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c. PLANS FOR UPCOMING PROGRAMS

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VIII. NOMINATIONS

a. REVIEW OPEN BOARD AND MANAGEMENT ROLES

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b. TALENT SEARCH UPDATES

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c. VOTE CURRENT NOMINATIONS

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IX. OTHER ITEMS

a. DISCUSS ANY OTHER ITEMS OF BUSINESS

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X. ADJOURNMENT

a. MEETING CHAIR APPROVES MEETING MINUTES

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b. MEETING CHAIR ENDS MEETING

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