| **SAMPLE NON-PROFIT MEETING AGENDA**  **PACIFIC COAST PHILHARMONIC** |
| --- |

|  |  |
| --- | --- |
| Location: | Williams Hall Admin Offices, 1359 Sur Road, Thatcher, CA 92485 |
| Date: | March 5, 2021 |
| Time: | 11:00 am |

# TOPICS TO BE DISCUSSED:

## OPENING

### Cori Czeresko (Board Chair) welcomes all attendees and outlines the meeting goals: utilize budget projections to inform programming and fundraising needs moving into Quarter 2

## ATTENDANCE

### Deborah Walker (Secretary) takes note of all attendees and notable absentees.

## AGENDA APPROVAL

### Deborah distributes the agenda for all attendees to review and submit additions. Cori leads the group in a vote to approve the final agenda.

## PREVIOUS MEETING MINUTES

### Deborah distributes the meeting minutes from the December meeting for attendees to review. Cori then leads a vote to approve the minutes.

## FUNDRAISING

### Ron Clark (Fundraising Chair) presents reviews the 1st quarter fundraising numbers and outlines the goals for the 2nd quarter.

## FINANCE

### Sarah Finley (Finance Chair) presents the current budget and how fundraising and programming are affecting the final outline for developing the 2022 budget.

## PROGRAMMING

### Chris Noah (Programming Chair) summarizes the first quarter events, their successes and struggles, and how the lessons learned can apply to the upcoming programs in the second quarter.

## NOMINATIONS

### There are no open board or management positions at this time.

## OTHER ITEMS

### Anyone can introduce other topics for discussion that haven’t been addressed.

## ADJOURNMENT

### Deborah completes the meeting minutes for Cori to approve.

### Cori calls an end to the meeting.