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# SAMPLE NON-PROFIT MEETING AGENDA

## PACIFIC COAST PHILHARMONIC

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Location: Williams Hall Admin Offices, 1359 Sur Road, Thatcher, CA 92485

Date: March 5, 2021

Time: 11:00 am

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### TOPICS TO BE DISCUSSED:

#### I. OPENING

- a. 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

#### II. ATTENDANCE

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

#### III. AGENDA APPROVAL

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

#### IV. PREVIOUS MEETING MINUTES

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

#### V. FUNDRAISING

- a. Ron Clark (Fundraising Chair) presents reviews the 1<sup>st</sup> quarter fundraising numbers and outlines the goals for the 2<sup>nd</sup> quarter.

## VI. FINANCE

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

## VII. PROGRAMMING

- a. 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.

## VIII. NOMINATIONS

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

## IX. OTHER ITEMS

- a. Anyone can introduce other topics for discussion that haven't been addressed.

## X. ADJOURNMENT

- a. Deborah completes the meeting minutes for Cori to approve.
- b. Cori calls an end to the meeting.