



Name of Organization

20__ - 20__ Board Meeting Planner

DATE/TIME	LOCATION	MISSION TOUCH	THEMES/TOPICS <i>What is for update and what is for discussion?</i>	VOTES TO BE TAKEN	STAFF/GUEST SPEAKERS	MATERIALS SENT AHEAD/NOTES
September				Approve minutes		
October				Approve minutes		
November				Approve minutes		
December				Approve minutes		
January				Approve minutes		
February				Approve minutes		
March				Approve minutes		
April				Approve minutes		
May				Approve minutes		
June				Approve minutes		
July/August				Approve minutes		



In addition, for each meeting consider:

- Social Component
- Ice Breaker
- Words of inspiration
- Dashboard
- President's Update sent before
- Executive's Report sent before
- Facilitation Techniques to encourage active participation
- End with Upcoming Dates and Next Steps/Assignment
- Meeting Evaluation