[](http://www.ecfa.org/ToolsAndTemplates/Tool_12_Quarterly_Board_Meeting_Agenda.pdf)**Quarterly Board Meeting: Table of Contents**

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# Quarterly Board Meeting

## Agenda and Recommendations

Note: Reports and materials not included in this pre-meeting email will be distributed at the meeting   
(or via email in advance of the meeting).

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| **Time Estimate** | **Action Requested**   * Inform * Accept * Approve | **Name** | **T A B** | **Topic** |
| 8:00 a.m. |  |  |  | ***Arrive early for coffee and goodies!*** |
| 9:00 a.m. |  | Chair |  | **A. Call to Order** |
| 9:05 a.m. |  | Chair |  | 1. **Roll Call and Welcome to Board Members and Guests**    * Guest:    * Guest: |
| 9:06 a.m. |  |  |  | **C. Opening Prayer** |
| 9:10 a.m. | * Approve | Sec. | **3** | 1. **Minutes of the Last Meeting (Date: 2020)**    * [Or . . . consider a “Consent Agenda”][[2]](#footnote-2) |
| 9:15 a.m. |  | Chair |  | **E. Personal Updates** (Board and Guests) & Prayer |
| 9:45 a.m. |  | Gov. Chair |  | 1. **10 Minutes for Governance**    * Discuss in teams of two: “Lesson 23: Focus on Mission Impact and Sustainability” (*Lessons From  the Nonprofit Boardroom*, Second Edition, pages 117-122) |
| 9:55 a.m. |  |  |  | **Break** |
| 10:10 a.m. | **DISCERN!** | Chair | **5** | 1. **“Heavy Lifting” for This Meeting: Our Assumptions About the Next Three Years (3 Teams)**    * **Pre-reading:** *Rumsfeld’s Rules: Leadership Lessons in Business, Politics, War, and Life*, by Donald Rumsfeld (see the chapter on assumptions)\*    * See Strategic Plan document, “Assumptions—Draft 2.0” on pages 11-12. |
| 12:00 p.m. |  |  | **5** | **Working Lunch (3 Teams)** |
| 1:00 p.m. | * Accept | CEO | **2** | **H. CEO’s Report and Q&A** |
| 1:25 p.m. | * Accept | Treas. | **4** | 1. **Financial Reports**    * Jan. 1 – July 31, 2020 (7-Month Report)    * See Financial Dashboards on the Board Portal |

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| **Time Estimate** | **Action Requested**   * Inform * Accept * Approve | **Name** | **T A B** | **Topic** |
| 1:35 p.m. | * Inform | Chair | **1** | 1. **Committee Reports**    * Executive Committee ( , Chair)    * Governance Committee ( , Chair)    * Finance & Audit Committee ( , Chair) |
| 2:00 p.m. |  |  |  | **Break** |
| 2:15 p.m. | * Approve | Comm.  Chairs | **1** | **K. Recommendations** (see attached pages) |
| 3:00 p.m. |  | Chair |  | 1. **Executive Session** (without CEO, staff, or guests)    * Executive Session    * Board Meeting resumes with Executive Session summary to CEO (and time for Q&A) |
| 3:30 p.m. |  | Chair |  | **M. New Business** |
| 4:00 p.m. |  | Chair |  | **N. Closing Prayer and Adjournment** |

## Recommendations

(Insert “MSC” by recommendation, if approved: “Moved, Seconded, and Carried”)

### **Financial**

**Recommendation #2020-22. Financial Report.** That the board accept the unaudited financial reports for (see Tab 4):

* + January 1 – July 31, 2020 (7 months)

### **Board Governance**

**Recommendation #2020-23. Minutes.** That the board approve the minutes of the following meetings and board actions:

* + May 22, 2020 – Board Meeting minutes (see Tab 3)
  + July 31, 2020 – Email Ballot on XYZ Contract (see Tab 3)

“PLACEHOLDER” RECOMMENDATION FOR FUTURE USE:

**Recommendation #2020- . Board Member Candidates.** That the board invite the following people to join the Board of Directors, as recommended and vetted by the Nominating Committee:

**Class of 2021 to 2023:**

1)

2)

3)

### **President/CEO**

**Recommendation #2020-24. President/CEO’s Annual Performance Assessment.** That the board approve the following format and structure for the President/CEO’s Annual Performance Assessment:

* + November 3, 2020 Online Survey sent to the board, CEO and his direct reports
  + November 14, 2020 Survey deadline
  + November 20, 2020 (At Board Meeting) – Review of surveys and review of results and next steps agreed upon by Board and CEO

**Recommendation #2020-25. President/CEO’s Employment Agreement.** That the CEO’s Employment Agreement (Draft # , July 1, 2020) be approved for the period of to .

### **Strategic Plan/Annual Plan and Programs/Products/Services**

**Recommendation #2020-26. 2021-2023 Rolling 3-Year Strategic Plan.** That the board approve the latest edits on the 2021-2023 Strategic Plan (See Tab 5), including:

* + Executive Summary (Tab 5)
  + Strategic Plan Placemat: Version 4.0 (Tab 5)
  + Two-page Strategy Summary (“Does our board own the strategy?” per Ram Charan)

### **New** **Business/Recommendations\***

Recommendation #2020- .

Recommendation #2020- .

Recommendation #2020- .

**2020 Board Meeting Schedule** (Draft 1 as of Jan. 15, 2020)

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| --- | --- | --- | --- |
| **Year 2018** | **Day/Time** | **Location** | **Agenda** |
| February 20 | Thursday  10:00 a.m. PDT | Telephone Conference Call | * Review FY2019 financial reports * Quarterly Update Call |
| May 21-22 | Thursday 4:00 p.m. to  Friday 4:00 p.m. | Annual Board Retreat  ABC Conference Center  Phoenix, AZ | * 2021-2023 Strategic Plan brainstorming * Board Governance update * Nominating Committee Report * Financial Reports (4 months) * CEO’s Annual S.M.A.R.T. Goals – Review * Board Meeting Schedule approval |
| August 20 | Thursday  10:00 a.m. PDT | Telephone Conference Call | * Review 7-month financial reports * Quarterly Update Call * CONFIDENTIAL: Prospect Pipeline Report (future board members) |
|  | Thursday  8:30 a.m. – 4:30  p.m. |  | * Welcome to New Board Members * Financial Reports (10 months) * 2021 Annual Plan, Calendar, Leading Indicators and CEO’s 2019 S.M.A.R.T. Goals * 2021 Budget * Plans for CEO’s Performance Review (based on 2020 S.M.A.R.T. Goals) * Board Governance Committee Report on Board Member Self-Assessment Survey (Oct.) * Appointment of Auditor |
| November 19 |  | Chicago |
|  | Optional Dinner with spouses at 6:00 p.m. |  |

**2021 Board Meeting Schedule** (Draft 1 as of , 2020)

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| **Year 2021** | **Day/Time** | **Location** | **Agenda** |
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1. Ram Charan, *Owning Up: The 14 Questions Every Board Member Needs to Ask* (San Francisco: John Wiley & Sons, 2009), 57. Question 5, “Does Our Board Really Own the Company’s Strategy,” recommends boards have a two-page strategy document available at every meeting to ensure new initiatives are in alignment with the strategy. [↑](#footnote-ref-1)
2. Jeremy Barlow, “What Is a Consent Agenda for a Board Meeting?” Posted February 6, 2016. *BoardEffect:* [*www.boardeffect.com/blog/what-is-a-consent-agenda-for-a-board-meeting/.*](http://www.boardeffect.com/blog/what-is-a-consent-agenda-for-a-board-meeting/) [↑](#footnote-ref-2)