<Insert Organization’s Name> Board Meeting Agenda

Date

Location

Time

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Time | Item ***(Mtg. package Page #)*** | Who | Notes |
| 1. | 10:00am | Call to order   * Welcome * Board member check-in and org. update |  |  |
| 2. | 10:15 | Consent agenda:   1. Managers’ Report ***(pg 2-8)*** 2. Committee Reports (Finance; Co-op Development, Governance, Treasurers) ***(pg 9-18)*** 3. XYZ meeting minutes\* ***pg 19-20*** 4. Board annual attendance\* ***pg 21*** 5. April 9 , 2013 board minutes ***(pg 23-29****)* 6. Pre-budget submission ***pg 32-37*** 7. FSCO Statement of Priorities submission ***pg 41-45*** 8. ABC program update ***pg 38-40***   **Motion to accept the consent agenda** |  |  |
| 3. | 10.16 | Approval of agenda ***(pg 41-45)***   1. Items moved from consent agenda for discussion 2. Declaration by directors of any conflict of interest based on agenda items   **Motion to approve the agenda *(pg 46)***   1. Update on Action items from previous ***meeting pg 47*** |  |  |
| 4. | 10:30 | Verbal updates and Recommendations   * Executive Director * Committees (Nominating, Co-op Development, Governance, Finance) |  |  |
| 5. | 10:40 | Update on XYZ |  |  |
| 6. | 10:50 | Annual General Meeting   * Approval of Slate of Candidates ***pg 48***   **Motion to approve the Slate of Candidates**   * Ratification of Bylaw change 5.01 (g) i approved by board poll ***pg 49***   **Motion to approve Bylaw 5.01 (g) i**   * Review of ABC document pg ***50-58*** * Review of Draft Agenda and activities ***pg 59*** |  |  |
| 7. | 11:05 | Membership applications pg ***60-65***   * ABC, Friend XYZ, Supporter   **Motion to approve ABC as a Friend Member and XYZ as a Supporter.** |  |  |
| 8. | 11:10 | Approval of Terms of Reference for ABC Committee ***pg 66-67*** |  |  |
| 9. | 11:15 | Review of draft Audited March 31 statements **Motion to approve the Audited Financial Statements for March 31, 2013 with the approved amendments** |  |  |
| 10. | 12:00 | Lunch |  |  |
| 11. | 1:30 | Review of 2013-2014 Strategic Plan ***pg 74-77*** |  |  |
| 12. | 2:00 | Discussion of Operational Plans ***(pg 78-83)*** |  |  |
| 13. | 2:15 | XYZ Annual General Meeting ***pg 84-85***   * Attendance at AGM * Designation of Delegate and Alternate   **Motion to Approve \_\_ as Delegate, and \_\_ as Alternate for the XYZ AGM**   * Unity Discussion and review of resolutions * Voting direction given to the Delegate |  |  |
| 14. | 2:45 | Use of Executive Summaries and … |  |  |
| 15. | 3:00 | Attendance taken | Recording Secretary |  |
| 16. | 3:01 | Meeting evaluation and open discussion ***(pg 86)*** |  |  |
| 17. | 3:14 | Confirmation of next board meeting date:  March 38, 2023. Board reorganization meeting immediately following the AGM. Springfield Golf Course, Guelph. | Chair |  |
| 18. | 3:15 | In-camera session |  |  |
| 19. | 3:30pm | Adjourn         **Motion to adjourn** | Chair |  |
|  |  |  |  |  |

**Upcoming Board Meetings, all take place from 10.00am – 3.30pm unless otherwise noted:**

May 19th  - Auditor invited

June 18th - (AGM -; followed by brief board reorganization meeting; New board member orientation session follows)

July 3rd - (Teleconference from 4.00 – 5.00pm)

Sept 9th - TBD

Nov. 18/19 (Retreat – time and location TBD)

**ACTION ITEMS FROM FEBRUARY 31, 2023 BOARD MEETING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **PERSON(S) RESPONSIBLE** | **DUE DATE** | **PROGRESS** |
| 1. | Seek … | Mark | Oct. 2013 | In Progress. |
| 2. | Visit with … | Barry | Oct. 2012 | Outstanding. Barry requested a late Friday/early Sat. mtg. |
| 3. | Follow-up with … | Dave | Jan. 2013 | Completed. Meeting took place April 11. |
| 4. | Written recommendation on … | Mark | April 2013 | To be presented during May board meeting |
| 5. | Staff to follow-up with … | Kerr/Stephen/ Harry | June 15 | In Progress. |
| 6. | Governance Cmte. to discuss … | Gov. Cmte. | May 29 | To be presented during May board meeting. |
| 7. | Send the … | Mark | April 19 | Complete. Sent revisions to xyz April 19. Awaiting final response from… |
| 8. | Wording for … | Mark | May 1 | Approved by poll April 22. To be ratified by board during May meeting |
| 9. | Add review of draft March 31 Statements to next meeting agenda | Mark | May 29 | To be presented during May board meeting. |
| 10. | Send Board a doodle poll for alternate mtg. dates in September | Mark | April | Complete. New meeting date is … |