**Sample Board Agenda**

**Smallville Historical Society**

**5:00 Call to order**

 **Approve consent agenda**

 *(Minutes and other noncontroversial matters can be approved here quickly and easily)*

**5:05 Introduction of a historical artifact**

*(Every month, the ED brings a historical artifact from the cabin as a short reminder of why we do the work. It can help keep board members connected to the mission)*

**5:10 President’s report**

*(The president can give a short report on important business affecting the board. Sometimes this can even be 5 minutes.)*

**5:20 Executive director’s report**

*(The Executive Director should have sent a report in advance, but can use this time to update on any recent changes, highlight an important win, or answer questions. It shouldn’t be a retread of what was already sent in writing, though)*

**5:30 Treasurer’s report**

*(The treasurer, with support from the ED, reviews the numbers and answers questions. What to look for, what’s important, and how it compares to budget or to the previous year. This does not have to be voted on.)*

**5:45 Governance committee report – new policy proposal**

*(A committee can update the board in writing without having to take up time on the agenda. But when they need action or a vote, it gets the time. In this case, the committee chair will make a recommendation and listen and talk for 15 minutes. They will take the feedback back to the committee and come back at the next meeting for a vote. By not voting on something right away (the first time the board might see it) it removes pressure on the board to pass it or wordsmith it on the fly, and that helps to take less board time. When this comes back to the board next month, slightly revised with the feedback incorporated from this discussion, it will probably be passed in 5 minutes.)*

**6:00 Strategic planning**

*(Now we have a full half hour for a wide-ranging conversation about a big meaty topic. This is a lot of time to take the board’s temperature or advance some new ideas. Budgets, board recruitment, planning, fundraising, or an ED search are good fits for this time.)*

**6:30 Adjourn**

*(Look at that! We’re out the door in 90 minutes.)*