

Sample Extension Board Meeting Agenda

Date: _____

Location: _____

Time: _____

Order of Business

1. Call to Order
2. Roll Call
3. Public Comment *
4. Agenda items - additions/deletions/approval
5. Communications - including the quarterly "*Excellence in Board Leadership*" newsletter
6. Consent Agenda Items **
 - A. Reading and approval of previous meeting minutes
 - B. Treasurer report
 - C. Out of state travel requests
 - D. Vacation requests
7. Reports
 - A. PDCs
 - B. Agents
 - C. Special Committees
8. Board Leadership Development - may include Board Leadership Modules, review of *Excellence in Board Leadership Assessment*, or other leadership resources.
9. Unfinished Business
 - A.
 - B.
10. New Business A.
 - B.
 - C.
 - D.
11. Announcements
12. Adjournment

* The public may attend a meeting. The board may also grant a time to speak during the meeting.

** Some boards establish an item under new business called Consent Agenda and include such items as approval of minutes, treasurer's report, and other routine business items. The motion to approve the consent agenda results in approval of these items.