

**SAMPLE BOARD MEETING WORK PLAN**

Meeting Date	Major Discussion Topics	Action Needed
January	No Board meeting	
February	<b>Annual Board Meeting: [Date]</b> Issues and trends in technology: what's available, what's on the horizon; opportunities, pitfalls & policy implications	<ul style="list-style-type: none"> <li>• Elect new directors</li> </ul>
March	No Board meeting	
April	<b>Annual Board/Staff Retreat [Date]</b> Good to great Excellence in Governance: Board and Director self-evaluation discussion	<ul style="list-style-type: none"> <li>• Approve Audit</li> <li>• Develop indicators of "greatness" and their success measures</li> </ul>
May	No Board meeting	
June	<b>Board Meeting [Date]</b> Capacity building: creating financial vibrancy and resilience	<ul style="list-style-type: none"> <li>• Approve awards</li> <li>• Make final decision on facility</li> <li>• Revise budget as needed</li> </ul>
July	No Board meeting	
August	No Board meeting	
September	<b>Board Meeting [DATE]</b> Review marketing research findings and recommendations	<ul style="list-style-type: none"> <li>• Approve Board nominations criteria.</li> <li>• Approve annual Board meeting plan and committee objectives</li> <li>• Review draft budget</li> </ul>
October	No Board meeting; <b>Annual Celebration</b>	
November	No Board meeting	
December	<b>Board Meeting [Date]</b> Issues and Trends in _____	<ul style="list-style-type: none"> <li>• Approve final budget</li> <li>• Approve bylaws changes</li> <li>• Approve Executive Director Job Plan</li> </ul>