

MEETING AGENDA



DATE: December 1, 2017
TIME: 10:30 AM – 11:30 AM
LOCATION: Conference Room B
Dial-In Info: 555-555-5555

FACILITATOR:
ATTENDEES REQUESTED:

Welcome & Introductions

DURATION: **PRESENTER:** **NOTES:** *Example:* Welcome our newest team member, Jon Smith. Link to his profile.

Recent Board Meetings/Actions

DURATION: 10 min **PRESENTER:** **NOTES:** *Example:* Keep the lines of communication open so that staff are aware of what is going on at board level which could impact day to day operations.

Project/Team Updates

DURATION: 20 min **PRESENTER:** **NOTES:**

Upcoming Events, Announcements & Cross Collaboration

DURATION: 15 min **PRESENTER:** **NOTES:** *Example:* XYZ Fundraiser; ABC Volunteer Recruiting Event, Recognition opportunity, identify events that would require cross team collaboration. An example would be a fundraiser that would benefit from all managers attending or lending VISTAS for the event.

Questions/Feedback

DURATION: 5 min **PRESENTER:** **NOTES:** *Example:* What do you want to see covered in the next meeting?

Adjournment/10 Minute Break

Budget/Finance Review

DURATION: 10 min **PRESENTER:** **NOTES:** *Example:* A chance to present on recent budget spend, balancing or requests for more funds

Personnel Issues

DURATION: 10 min **PRESENTER:** **NOTES:** *Example:* A chance for managers to discuss any issues arising out in the field or in the office.