

Strategic Planning Board Meeting Minutes Outline

I. Meeting Details

Date: _____

Time: _____

Location: _____

Facilitator/Chairperson: _____

II. Attendance

Board Members Present:

â€¢ _____

â€¢ _____

Board Members Absent:

â€¢ _____

Guests/Observers:

â€¢ _____

III. Call to Order

1. Time Meeting Called to Order: _____

IV. Approval of Agenda & Previous Minutes

1. Review and approval of today's agenda
2. Review and approval of previous meeting's minutes
3. Amendments (if any)

V. Strategic Updates & Reports

1. Chairperson's Report
2. Executive Director/CEO Report
3. Financial Update
4. Committee Reports

VI. Old Business

- Follow-up on Action Items
- Ongoing Strategic Initiatives

VII. New Business

- Strategic Goals Planning
- Key Issues or Opportunities
- Proposals/Recommendations

VIII. Action Items & Next Steps

1. Decisions Made
2. Tasks Assigned
3. Responsible Parties & Deadlines

IX. Announcements & Other Business

- Upcoming Events
- Other Notes

X. Adjournment

1. Time Meeting Adjourned: _____
2. Next Meeting Date & Time: _____

Minutes Prepared by:

Name & Position