

# Sample Board Meeting Agenda

## Featuring Board Governance and Strategy Focus and Roles



Paddle Antrim Board Meeting  
October 26, 2023 3:30 PM – 5:30 PM  
Paddle Antrim Office  
212 River St, Elk Rapids

- Review Agenda\* (2 min)
- Consent Agenda (2 min)
  - a. D&O Coverage Change\*
  - b. September Meeting Minutes\*
  - c. Financials thru 9/30/23 (Profit/Loss (total and by class), Balance Sheet, Budget to Actual)\*
  - d. ED Update\*
- Water Trail Updates (10 min)
- Paddle Antrim Festival Review (10 min)\*
- Ripple Effect – Allocation (10 min)
- Policy Planning & Review (50 min)
  - a. Conflict of Interest Policy Revised – Review/Approve\*
  - b. Gift Acceptance Policy Revised – Review/Approve\*
  - c. Financial Policy & Procedures \*
  - d. Emergency Succession Planning Policy \*
  - e. Operations Reserve Policy\*
  - f. Assign Policies for future review\* (list with dates will be included)
- New Board Member Discussion (15 minutes)\*
- Strategic Planning Preparation (20 min)
- Board Member Updates

### Future Meeting Topics:

Policy reviews  
Personnel Handbook  
Wavemaker Water Trail Champion Review  
Legacy Gift Program  
Confidentiality Agreement  
Strategic Planning prep, preliminary 2024 budget  
Fee for Service

### Important Dates

**November 10** – 9AM-3PM – Board Retreat