



Effective Board Meetings

Your Board members are all busy people. So, the more efficient Agenda you can create and execute will keep your Board members engaged and interested. The IRS has some requirements you need to abide by to maintain your tax-exempt status—and recording your meeting minutes is one of the most important. You should send your Board meeting packet to your members 3-7 days before the Board meeting. The packet should include: Agenda, minutes from the previous meeting, financial report, President/Executive Director report and any committee reports.

Agenda Items to Vote On

A nonprofit corporation must get board approval before taking important actions or making key decisions. But board approval is not needed for all nonprofit actions and decisions, especially those that involve day-to-day operational procedures. Board members primarily vote on actions and resolutions. Boards may also cast votes for issues such as strategic planning matters, approving a business plan, approving a budget, approving committee chairs, approving executive compensation and other necessary matters.

Making Motions

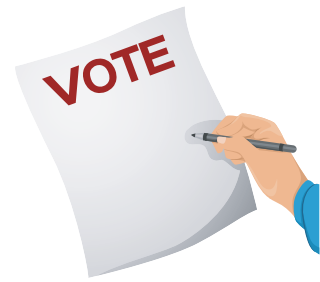
Voting on agenda items begins when a Board member makes a basic “motion.” The point of making a motion is for the Board to consider whether the issue warrants taking time for a discussion and a vote. The Board Chair must handle all motions in some manner. Boards can second and vote on a motion or move to amend a motion. The Board member making a motion may also decide to withdraw the motion. A motion that isn’t seconded dies without further discussion.

Use a Parking Lot

Since Board discussions will inevitably get off track, a “Parking Lot” is a great tool to add to the bottom section of the Board minutes. When off-topic items (or items the Board needs to discuss more fully at a different time) come up during discussion, a Board member can request that topic be added to a future Agenda. If the Board agrees to continue the discussion on that topic at a future Board meeting, it can be added to the “Parking Lot” section. The Secretary will review this list and carry the items over from meeting to meeting until it’s time to add it to a meeting Agenda.

There are four basic steps in making motions:

1. A Board member makes a motion
2. A Board member seconds the motion
3. The Board chair calls for discussion
4. Then the Board votes



There are several items on your agenda that will require a vote:

- Approving minutes from the previous meeting
- Approving the financial report
- Approving the President/Executive Director's report
- Electing Board members and Board Officers
- Hiring, firing and setting salaries of key employees
- Leasing, purchasing, or selling real estate
- Consenting to the terms of loans and other obligations the nonprofit takes on
- Amending the Articles of Incorporation or Bylaws
- Adjourning your meeting

Board Meeting Agenda
Mickey Mouse Foundation
January 1, 2020

Location: Mickey Mouse Foundation Office, 321 Old Firehouse Alley, Fort Collins, CO
Invited Board Members: Mickey Mouse; Snow White; Donald Duck; Goofy; Aladdin; Belle; Gaston, Executive Director. **Invited Guests:** Kim Fisher, Nonprofit Strategist

Agenda

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|---|----------------------------|
| 1. Welcome/Changes to the Agenda (Name of Chair) | 7:00-7:04pm |
| 2. Approve minutes from prior meeting (Name of Chair) (<i>action</i>) VOTE* | 7:04-7:05pm |
| 3. Financial Report (Name of Treasurer) (<i>handout, discussion, action</i>) VOTE* | 7:05-7:10pm |
| 4. President's/Executive Director's Report (Name of President/ED)
(<i>discussion, action</i>) VOTE* | 7:10-7:15pm |
| 5. Program Committee Report (Name of committee Chair) (<i>discussion</i>) | 7:15-7:20pm |
| 6. Event and Fundraising Committee Report (Name of Committee Chair) (<i>discussion</i>)
✓ Winter Rally, Golf Tournament | 7:20-7:30pm |
| 7. Board Governance and Recruiting
✓ Presentation on Best Practices for Boards (Kim Fisher, Nonprofit Strategist)
✓ Potential board members (<i>discussion, action</i>) | 7:30-8:15pm
8:15-8:30pm |
| 8. New Business
✓ 2020 Board meeting schedule (<i>discussion</i>)
✓ 2020 Budget (<i>discussion, action</i>) VOTE* | 8:30-8:50pm |
| 9. Wrap-up/Announcements (<i>information</i>) | 8:50-8:55pm |
| 10. Adjournment VOTE* | 9:00pm |

Parking Lot

- ✓ Election of Officers (March)
- ✓ Financial Review (April)
- ✓ 2021 Strategic Plan (October)

Upcoming Board Meetings: February 13th, March 10th

Upcoming events: Winter Rally, February 10th; Gold Tournament June 30th

*Indicates the items that need to be voted on at each meeting, the word VOTE does not need to be on your agenda.

**Board Meeting Minutes
Mickey Mouse Foundation
January 1, 2020**

Location: Mickey Mouse Foundation Office, 321 Old Firehouse Alley, Fort Collins, CO

Board members in attendance and constituting a quorum were: Mickey Mouse; Donald Duck; Goofy; Aladdin; Belle; Gaston, Executive Director. **Absent:** Snow White. **Invited Guests:** Kim Fisher, Nonprofit Strategist

Notice: Notice was given of the meeting through the emailed Agenda

Call to Order:

The meeting of the board was called to order at 7:04pm by Mickey Mouse (*Chair*).

Prior Meeting Minutes Approval:

The minutes of the (MONTH, DAY, YEAR) meeting were reviewed. Belle moved to approve the minutes. Donald Duck seconded the motion. All approved, none opposed. Motion carried.

Financial Report

(*Name of Treasurer*), reported on the financials.

\$10,000 = expenses for the month

\$16,000 = income for the month

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\$6,000 = Net Gain

YTD Gain is \$15,0000. The bank account balance on x/xx/xxxx was \$49,000

Aladdin moved to approve the financial report. Donald Duck seconded the motion. All approved, none opposed. Motion carried.

President/Executive Director's Report

Gaston, President/Executive Director, gave his report. See attached Executive Summary for details. Goofy moved to approve the report. Donald Duck seconded the motion. All approved, none opposed. Motion carried.

Event and Fundraising Report:

✓ Goofy discussed the Winter Rally. It will be held December 17th at Locality Restaurant. We are collecting men's winter gloves, hats, and socks for Homeward Alliance.

✓ Goofy discussed the 2020 Golf Tournament. The Event Committee is starting work and will collect bigger prizes, and get players and teams signed up. Mickey Mouse and Aladdin will create the plan and report back at the next meeting.

✓ Events for 2020 were proposed and discussed. Everyone was asked to give input to Goofy. Goofy will develop the proposed schedule and present it at the February meeting.

SAMPLE LAYOUT

Board Governance and Recruiting

✓ Kim Fisher of Vision Catalyst was our special speaker for the evening. She discussed best practices on running a more effective Board. She reviewed the Board Officer job descriptions with us to ensure that everyone knew who was responsible for what piece of the legal requirements. We had her review our minutes to make certain we were IRS compliant. She reminded us that we needed 50% of the Directors for a quorum and that we needed to document that quorum in our minutes. Also, we needed to document all our Board actions.

✓ Board recruiting was discussed, and we confirmed we needed directors who had experience with nonprofit financials and marketing. Aladdin will approach Road Runner to see if he is interested. Donald Duck thought Moana might be interested, but it was decided to postpone a decision until Road Runner responds.

✓ Donald Duck indicated he wants to step down from serving as Secretary in 2020. The Board is accepting nominations for the position of Secretary and elections will be held at the February Board meeting.

Adjournment:

Name of Chair moved to adjourn the meeting. Donald Duck seconded the motion. All approved, none opposed. Motion carried.

Time adjourned: 9:00pm

Parking Lot:

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