**Name of Non-Profit**

**Board of Directors’ Meeting**

**Address of the Meeting**

**Day, date of the meeting**

**AGENDA**

1. Call to Order
2. Approval of Agenda

**MOTION**: To approve the agenda as presented

1. Approval of Minutes

**MOTION**: To approve the minutes of **(date)** as presented

1. Previous Business

* Previous concerns/problems that have been solved since the last meeting
* Pending/Ongoing Items:
* Update on ongoing items (include at least one strategic goal)
* Update on repairs
* Update on mortgage

1. Executive Director’s/Manager’s Report:

* Update on strategic goals
* Review Arrears
* Vacancies
* Maintenance Report
* Capital Projects
* Administrative Report
* Any other Manager’s follow-up items from previous meetings

**MOTION**: To approve the Manager’s report as presented

1. Financial Report

**MOTION**: To approve the Financial report as presented

1. New Business

* New Issues / Upcoming Events / MNPHA Updates

1. Correspondence
2. Next Meeting – 2nd Tuesday of every 2nd month @ 12:00 PM
3. Action Items
4. Adjournment