Funding Board Meeting Agenda

Date / / **Subject** -

Initiations of Proceedings(5 mins)

The chairperson or board president should call the meeting to order and welcome all attendees.

Acceptance of Agenda (5 mins)

The proposed agenda should be presented for approval, with any necessary additions or changes discussed and made.

Appraisal of Previous Meeting Minutes (10 mins)

The minutes from the previous meeting should be reviewed and approved.

Executive Director's Report (15 mins)

The Executive Director should provide an update on the current status of the organization, highlighting any significant achievements, challenges, or opportunities related to funding.

Financial Report (20 mins)

The Treasurer or Chief Financial Officer should present a financial report that outlines the current financial position of the organization, including any significant changes since the last meeting.

Project Updates (20 mins)

Each project manager presents a brief report on their project's recent activities, and highlights any notable accomplishments or challenges.

Fundraising Strategy Update (20 mins)

The Director of Development or Fundraising should provide an update on the organization's fundraising strategy, including any new initiatives, fundraising events, grants or campaigns.

Grant Applications (15 mins)

Any grant applications that the organization has submitted should be discussed and updated.

Donor Relationships (15 mins)

The Board should be updated on any significant donor relationships or gifts received, and any upcoming donor stewardship activities.

fireflies.ai

Funding Board Meeting Agenda

Date / / **Subject** -

New Business (30 mins)

Any new funding opportunities or potential partnerships should be discussed, as well as any other relevant business.

Action Items (10 mins)

Board members should review and discuss any action items that resulted from the meeting, and assign responsibilities as necessary.

Meeting Close (10 mins)

The meeting should be adjourned with a reminder of the next meeting date, time and location.

fireflies.ai