



RETREAT BOARD MEETING

DAY 1

Day
Date
Time

AGENDA

Greetings (20 mins)

The chairperson or board president should welcome all attendees and introduce any new members or guests.

Assessment of Previous Meeting Minutes (15 mins)

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

Overview of the Organization's Strategic Plan (30 mins)

The Executive Director should provide an overview of the organization's strategic plan, including its mission, vision, goals, and objectives.

Review of Organizational Performance (60 mins)

The Executive Director and senior staff should provide an update on the organization's performance over the past year, including its accomplishments, challenges, and opportunities.

Discussion of Key Issues and Priorities (90 mins)

Board members should discuss and prioritize the key issues facing the organization, including strategic and operational challenges, financial sustainability, and community impact.

Breakout Sessions and Reports (90 mins)

Board members should break into small groups to discuss specific topics, such as fundraising, marketing, governance, or program development.

Each group should report back to the full board with their findings and recommendations.



RETREAT BOARD MEETING

DAY 2

Day
Date
Time

AGENDA

Board Development and Education (120 mins)

The Board should engage in a self-assessment and evaluation process, focusing on board composition, diversity, and effectiveness. This is an opportunity to identify areas for improvement and to develop action plans to enhance board performance.

Planning for the Future (180 mins)

The Board should engage in a strategic planning process to identify future goals and objectives, and to develop action plans to achieve them. This is an opportunity to ensure that the organization remains relevant and impactful in the future.

Final Recommendations and Next Steps (60 mins)

Board members should discuss and prioritize the recommendations arising from the retreat, and develop action plans to implement them.

This is an opportunity to ensure that the retreat outcomes are translated into concrete actions that will advance the organization's mission and strategic plan.

Adjournment (30 mins)

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

This ensures that all board members are aware of when the next retreat will take place, and can plan accordingly.