

Organization Name: _____

Board of Directors Meeting | Date: _____ Time: _____

Location / Virtual Link: _____

Adapt this sample to your organization; not every item needs discussion at every meeting.

1. Call to Order and Roll Call

- ☐ Record board members and staff present; confirm a quorum.
- ☐ Disclose conflicts of interest related to agenda items.

2. Approve Agenda and Previous Minutes

- ☐ Approve the agenda and minutes from the last meeting.

3. Executive Director Report

- ☐ Review highlights, challenges, and changes in participation.
- ☐ Discuss staffing needs, planned growth, and state agency updates

4. CACFP Operations Report

- ☐ Review claims, meal counts, and any payment delays or adjustments.
- ☐ Check monitoring visits completed or overdue and common findings.
- ☐ Review training needs and progress on corrective actions.

5. Financial Report

- ☐ Review income, expenses, and actual spending against the budget.
- ☐ Check provider payments, cash flow, debts, and unusual expenses.
- ☐ Discuss allowed costs, financial controls, and audit follow-up.

6. Compliance and Risk Report

- ☐ Review state findings, repayment demands, and serious deficiencies.
- ☐ Discuss major complaints, suspected fraud, or data and records issues.
- ☐ Confirm who will correct each issue, by when, and how it will be checked.

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7. Committee Reports as Needed

- ☐ Hear key updates from finance, governance, and Program committees.
- ☐ Identify recommendations that need board action.

8. Old Business

- ☐ Review open action items and follow up on past decisions.
- ☐ Close completed items or set new deadlines.

9. New Business and Board Approvals

- ☐ Review proposed policies, contracts, major purchases, and budget changes.
- ☐ Check purchasing rules and any personal or financial ties.
- ☐ Record conflicts, who steps out of discussion or voting, and decisions.
- ☐ Review leadership backup plans and board training needs as needed.

10. Optional Meeting Items

- ☐ Public comment: allow time for guest or community input.
- ☐ Executive session: address confidential matters when appropriate.
- ☐ Follow applicable meeting rules and record any formal board action.

11. Action Items and Next Steps

- ☐ Summarize decisions, assign each task, and set a deadline.
- ☐ Confirm what will be reported back at the next meeting.

12. Announcements and Adjournment

- ☐ Share important dates and confirm the next meeting.
- ☐ Record the adjournment time.