5 things to add to your project management meeting agenda (plus meeting tips!)

4 min read

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Part four of our meeting agenda template series focuses on project management meetings. Project managers: you know and love these meetings for keeping you on task and organized. But what should be on the meeting agenda to keep your meeting on track?

Here are five essentials for your next project management meeting agenda.

1. **A. District 7610 NEW #1 –** Create an agenda for *EVERY* meeting.
   B. Be sure you canvased everyone to learn what they want on the agenda. Decide what items s/b reported via email update to all & what ones need the meeting's time (because action or guidance is being requested); note actions that you know must be taken; assign timelines, speakers & include a meeting timekeeper (can round-robin meeting members).
   C. Begin on time & end on time.

1. D. Reiterate your objective - Spend two minutes at the top of
your meeting to reiterate the goal you're collectively working for and the purpose of the meeting. "Today, our goal is to X."

2. Round table project update - Don't confuse this "update"
with everyone rattling off what they've done in the week. Focus on what didn't get done, why and what the impact is on the project. Working on a team, no one will ever collectively complete everything on time *always*. Things come up. ***This is your opportunity to make sure everyone's priorities and tasks are in line.***

3. Roadblocks and risks - Segue into what roadblocks and risks are
forecasted. Focus on short term (what might happen in the week) and long-term (what might

happen in a month, or two months from now). ***This is your biggest opportunity to solve problems and eliminate obstacles.***

4. Deadlines and major milestones - Here's where you

can press into important dates coming up, whether it be an upcoming presentation, a beta launch, etc. Make sure everyone in the team knows of the important dates. ***Pro tip: Add dates to a <u>shared</u> calendar.***

5. Budget - This item won't be relevant to every team member and every project,

but it might be relevant to spend some time talking about where you are in your budgeting. ***Are you over or under and what needs to be prioritized to stay in line?***

Other project status meeting tips

<u>Project managers</u>: here are some more tips to keep you and your team set up for success during every project status meeting.

Assign a meeting time-keeper

Project management meetings are notorious for running over. Keep your team in check by protecting their (and your!) time. Assign a time-keeper at the beginning of the meeting, and ensure that everyone knows the estimated time for each agenda item.

Summarize and add next steps

If you don't make decisions, did the meeting really happen? For each agenda item, be sure to summarize any key decisions that were made and assign action items that need to get done.

Take notes – and share them

Notes are so crucial in these types of meetings. At the end of your project, you want to be able to have a clear retrospective meeting on results, what went well and what didn't go well. They'll go so far in keeping everyone on the same page and tracking progress over time increasing accountability. Give everyone access to the meeting notes and encourage people to contribute to them.

Keeping your notes in one central place that everyone can access will also avoid the meeting notes email dance and losing them in the email vortex.

Pro tip: *We built an app for that! Check out our <u>meeting minutes</u> feature.*

*Put your action items in your Calendar tool right away –

You should a calendar tool that all in your Administration share – and one that is comprehensive/integrated with the information needed by all members (and visitors/prospects). UPDATE regularly. *This was edited by Distric

Focus, focus, focus -

This really goes for all meetings, but be ruthless about keeping your project management meetings focused. If conversations start to go off the rails, reiterate the meeting objective – if the conversation doesn't pertain, then either shut it down or take it offline.

Make sure you have ALL of the right people in the room -

Make sure you have everyone you need in the room (or dialed in for remote team members!). If a key person in your project can't make the meeting, don't push on and have a less valuable meeting because of it. Reschedule and maximize everyone's time by having all of the right people in the room.

Why Would a Club Become Incorporated?

Your bridge, fishing or art club probably seems like a fun, casual thing to do as a hobby. There may not be much organization to it other than someone facilitating a location and time. But sometimes groups grow and begin to expand activities, sponsor tournaments or competitions and possibly raise money. At that point, you may have to rethink the casual nature of your club.

Corporations

Corporations are entities until themselves, shielding individuals involved in the corporation from personal liability while conducting business. If a lawsuit occurs, an individual's personal assets are not on the line and they cannot be held responsible for a corporation's debt or taxes. The only exception is if a director or manager of a corporation performs unethical, illegal or self-serving behaviors. For a social or recreational club, incorporation has the effect of making the club its own legal entity, capable of making and spending money.

Money

Money changes many things, including the nature of your club. Raising money for equipment, education, travel and competitions without a formal corporation or organizational structure can lead your group into financially murky waters. For example, when your group raises money, whose money is it? Your group leader might have to report it on her personal income tax return because she could be seen as a proprietor. Forming a corporation to handle the money separates club money from personal money.

Non-Profit Status

Unless your club members are trying to make money, your social or recreational club should be a nonprofit corporation. Community organizations are among the types of entities that can apply for nonprofit status. Nonprofits cannot be owned by individuals and they do not create or share profit with anyone. The Internal Revenue Service and state tax boards grant nonprofits tax exemptions so organizations can use their full

resources toward their missions and goals. In the case of a club, that means that whatever monies you raise can be used for your club's activities and purchases rather than paid to the IRS.

Becoming a Non-Profit

In order to form a nonprofit corporation, you'll need to decide on one or more founders to also be directors of the corporation. Select a name that is not in use by any other corporations in your state. Check your state's secretary of state's website for an online registry of taken names, or send a written inquiry to the state. Once you have chosen a name, draft articles of incorporation and have your initial directors sign them and file them with the secretary of state's office. You will also need to draft bylaws that govern your new corporation.

Once you receive your official, state-sealed articles of incorporation, you can apply to the IRS for tax exemption under tax code 501(c)(4). Information on how to do this is available on the IRS website. Once the IRS has approved your club for tax exemption, you'll need to perform a similar process with your state's tax board, which usually relies on the IRS' determination. Check with your state tax board for instructions.

Grants And Fundraisers

One of the perks of becoming a nonprofit corporation is that you can raise money, receive donations and apply for government grants. Nonprofit status enables you to do things as simple as selling raffle tickets, holding community auctions and selling candy bars, or something as sophisticated as applying to the National Endowment for the Arts to receive money for a community art project.

Keep in mind that raising and spending money requires accounting and a separate corporation bank account. Your club's corporation must adhere to all applicable state and federal laws related to the operation of a corporation and especially the regulations regarding maintaining nonprofit status. Consult an attorney or accountant before getting started.

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Diligent Minutes™, Integrated Minute taking and Action Management for BoardEffect™

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Simplify your minute taking

- Create minutes from scratch, start from an existing book, or duplicate an existing template
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- Import minutes directly into your next meeting book
- Add and assign action items quickly, view actions as a list to edit or monitor, and send action notifications to directors and assignees via email

Tips & tricks: how clients are using minutes to expedite their minute-taking and approvals workflow

- Compile inputs from meeting presenters in advance of the meeting to get a head start on the minutes document
- Enter a Regrets or Absentees section below the auto-populated Attendees section to maintain accurate attendance reporting
- Post minutes documents to a standalone book to enable key stakeholders to provide feedback or edit the document using the annotations tool
- Create a voting document to obtain final approval on minutes directly in BoardEffect

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Taking Board Meeting Minutes – Step by Step

Step 1: Preparation for the Board Meeting

Every organization records their minutes a little bit differently. Have a discussion with the board president about any current or expected formats that you are expected to use. Review past meeting minutes to use as a template. Ask the board president for a copy of the meeting agenda, including the names of all attendees, including guests or speakers.

Step 2: Taking a Record of the Board Meeting

Unless your organization requires you to type notes at the meeting, you can either type them out or write them longhand. The two most important things to know when taking the record of the meeting is what information to record and how to present it.

Meeting minutes should include:

- Date of the meeting
- Time the meeting was called to order
- Names of the meeting participants and absentees
- Corrections and amendments to previous meeting minutes
- Additions to the current agenda
- Whether a quorum is present
- Motions taken or rejected
- Voting-that there was a motion and second, and the outcome of the vote
- Actions taken or agreed to be taken
- Next steps
- Items to be held over
- New business
- Open discussion or public participation
- Next meeting date and time
- Time of adjournment

How you detail the discussions during a board meeting is as important as making sure to include all of the information in the bullets shown above. For each agenda item, write a short statement of each action taken by the board, along with a brief explanation of the rationale for their decision. If there are extensive arguments, write a succinct summary of the major arguments.

Record discussions objectively, avoiding inflammatory remarks and personal observations. A good way to do this is by avoiding adjectives and adverbs whenever possible. Check your language to be sure that it is clear, unambiguous, and complete.

Minutes are an official and legal record of the board meeting. In a legal arena, meeting minutes are presumed to be correct and can be used as legal evidence of the facts they report. Document board discussions to accurately reflect the actions and intentions of the board directors. Boards have legal liability, so keep information basic and language simple to avoid any legal complications that place the organization at a disadvantage in any legal proceedings. Use names only when recording motions and seconds.

After the meeting, you will want to write the formal record when everything is still fresh in your mind, so prepare the record as soon after the meeting as you possibly can.

Step 3: Writing the official record of board meeting minutes

Review the agenda to gain the full scope of the meeting. Add notes for clarification. Review actions, motions, votes, and decisions for clarity. Edit the record so that the minutes are succinct, clear, and easy to read.

It's better to attach meeting handouts and documents that were referred to during the meeting to the final copy, rather than summarizing the contents in the minutes.

Step 4: Signing, filing, and sharing minutes

Once your meeting minutes are fully written, you are responsible for making them official by having the board secretary sign them. Your organization may also require the president's signature.

Follow your organization's by-laws and protocols for storing minutes. It's a good idea to have back-up copies either in print, a hard drive, or (best case) a board portal. The secretary also has the responsibility for sharing minutes. Make sure the president has approved the minutes before sharing in print or online.

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TIPS AND TRICKS FOR TAKING BOARD MEETING MINUTES

Helpful Tips!

From common sense best practices to hard lessons learned, here are a few tips and tricks that will help you to become a board meeting minute-taking ninja.

Use a template for your minutes

Check off attendees as they arrive

Do introductions or circulate an attendance list

Record motions, actions and decisions as they occur

Ask for clarification as necessary

Write clear, brief notes - not full sentences or verbatim wording

Maintain the same verb tense

Common Mistakes

Overlooking something simple can effect the quality of your minutes, and a larger mistake can put your board at risk. Here are a few common mistakes that are worth avoiding.

Failure to document a quorum

Ambiguous description of board actions

Including information that could harm the board in a legal sense

Lengthy delays in providing minutes after a meeting

Delays in approving minutes from past meetings

Failing to file and manage important documents

Failing to get documents signed so they serve as an official and legal record

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https://www.dacdb.com/Accounts/3334/Downloads/0/
Rotary%20Works%20Newsletters//
Rotary%20Works%20January%202021%20Newsletter.pdf

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NEWSLETTER JANUARY 2021

SUPPORT THE IMPACT FUND

By giving to the Impact Fund, you are helping to provide financial assistance to participants in our program who need it in order to be successful in their current or future career. Each recipient will go through an application process and be approved by the Rotary Works Impact Fund committee.

PLEASE DONATE TODAY!

The donation checks to the project should be made to "Rotary Zones 33-34 Foundation" and mailed to Larry Lassiter at P.O. Box 785, Troy, NC 27371. In the memo line write "Rotary Works Impact Fund." Online giving via credit card will be available soon on our website.

MESSAGE FROM RID STEPHANIE

Greetings and Happy New Year!

I hope you had a wonderful holiday season. I am excited to report that over the past month the Rotary Works team has made significant steps towards the implementation of our programs. We have recruited a talented group of Coaches to mentor and offer guidance to our participants, we filled up our webinar schedule with some dynamic and talented speakers, and we started collecting donations for our Impact Fund so we can open the scholarship application process very soon.

Now, we need your help to spread the word about the career resources Rotary Works can offer. If you know someone who could benefit from the webinars, mentoring, or monetary assistance, please let us know. Visit our website or get in touch with our committee for more information. We're also ready and willing to speak at your upcoming club and/or district meetings.

Wishing you a successful year ahead!

Rotary International Director Stephanie Urchick

YOU CAN BE A CAREER COACH

An important component of the Rotary Works initiative is to provide career coaching for Rotarians and Rotaractors who are seeking to start a new career, change their career focus, change jobs or even start their own business. So many Rotarians have had the experience of coaching or mentoring individuals over the course of their own careers. We ask you to **please consider** using those talents by **becoming a coaching volunteer** for the Rotary Works project. Imagine the satisfaction of helping out a fellow Rotarian in their time of need. If you have an interest in joining us in this endeavor, contact Steve Agius by email at steve@ctc-naples.com. Thank you in advance for your generosity and giving of your time.

WEBINAR JANUARY 13 @ 1:00PM

"Vocation, Evaluation & Opportunities"
Register on DACdb or click here

Please join us **January 13th at 1:00pm EST** on Zoom for our live webinar: **Vocation, Evaluation & Opportunities**. Learn to identify the future you want and how to take the steps to get there. Join PDG Claudia Mertl and AG Rich Salon to learn where to start, identify your passions, and how to get where you want to go on your way to career fulfillment.

Click here to REGISTER

MARK YOUR CALENDARS

Rotary Works Monthly Webinars at 1:00pm EST on Zoom

February 10th	Building Your Personal Brand
March 10th	Essential Tech Tools for Marketability
April 14th	So You Want to be Your Own Boss?

CHECK OUT OUR ROTARY WORKS WEBSITE!

www.rizones33-34.org/RotaryWorks

Like us on **Facebook**

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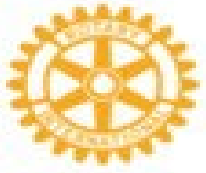**MARSHALL BUTLER**
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DISTRICT 7610 VIRTUAL PRE-PETS

RUNNING YOUR MEETINGS.

RUNNING YOUR CLUB!

RUNNING YOUR ROTARY CLUB MEETINGS

- **BOARD MEETINGS**
  - Monthly Board Meetings –
  - Areas of Focus/Club Project Meetings –
  - Special Board Meetings –

- CLUB MEETINGS
  - Standard club members' meetings with speaker:
  - What topics; when would you like these topics to be addressed; where do you find speakers? *Is this the job of a single Rotarian in your club? If so, why?*

- Club Forum Meetings

    Progress report on club activities (to include financial updates)

    Special events, e.g., DG visits OR mini-service project Or all- fellowship meeting

    Elections or changes/actions that are recommended by the Board but require the affirmation of the members.

- **Financial standing**

- **Service Project Meetings/Event -** Ones where your club is a supporting group or another's project.

- **What nature of meetings do you have as PE?**

  - Idea -

  - Planning

  - Organizational

RUNNING YOUR MEETINGS

As President-Elect	As Club President
***Appoint and meet* with your club administration committee** - *Whether appointed by you or elected by the club, you need to form a *cohesive working group*.	**Run *engaging and fun* club meetings, board meetings, and club assemblies**
* Support efforts of current club president & administration. Include any new administration members, not currently on the board to "see" current "inner-workings" of club-operations. New people shadow their current counterpart... *Be an aid while learning*.	**In order to do the above, meetings must first be organized. **<mark>This is true for all your meetings – even as PE.</mark>
* Begin meetings to discuss your vision for next year; invite ideas & suggestions as to what they see as both the next-steps to ongoing club activities; suggest new projects/practices that either build upon or replace current; identify efforts to engage the members -create COMMITTEES.	What does a well-organized meeting look like? Know the objectives/actions that must be accomplished; from this create an agenda; list topics & speakers in order with timeline. Assure content/results are recorded correctly; assignments with timelines are made, progress monitored, and outcomes reported you, the board & then to members.

ROTARY CLUB PRESIDENT = PROJECT MANAGER

- Engage all in your administration to be project managers as well!

- They should be patterning your meeting/work style within their areas.

- It is critical that they work through a *true committee structure*.

- Each committee should strive to have a member assigned as captain for each project/activity under their purview.

- Make clear that every project/activity will have **_action_** photos taken, key information about the event captured and provided to PI to issue for club newsletter/alert, website, Facebook, to District newsletter & local "press."

A WORD ON MINUTES & CLUB RECORDS

- Be sure that the member to which this is assigned has experience with taking accurate meeting notes and producing timely DRAFT minutes within the week of the meeting (best if next day or two after the meeting).

- Your club should have a set format for the structure of meeting agendas that is the complement of the format used for the minutes.

- It is critical that the final agreements/actions are captured.

- Include date of next progress report and directed to whom?

- If there is further detailed discuss, these can be capture in an accompanying business instructions.

- Boards or committees should work towards full agreement.

- Please keep these minutes with all other critical club records…secured & able to be retrieved upon request.

CHAPTER 4 RUNNING YOUR ROTARY CLUB

AS Club PRESIDENT-ELECT	As Club President
*Learn about club policies and procedures by reviewing the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws – *Is this the only way?*	Oversee the management of club finances and make sure your club invoice is paid. *What is your club's member dues billing & follow up process? What is RI and District dues based upon?*
*Work with club leaders to update your club's constitution and bylaws - *if necessary & know a little goes a long way*	Encourage members to attend district training meetings. *Please know what club members need to attend what educational programs and assure that they are attending.*
***Set a plan to update or create a Club Manual of Policies, Procedures & Operations.*	Minimize risk associated with club activities. *Does your club have defined club policy & practice on Youth Protection & fair treatment?*
	Make certain the Rotary logos are used properly

ROTARY CLUB MANUAL OF POLICIES, PROCEDURES & OPERATIONS

ROTARY CLUB STANDARDS - The Rotary International Board of Directors has adopted these minimum standards for an effective club:

- Pays the correct per capita dues to RI and district *without outside assistance*

- Meets *regularly* as per RI constitutional documents

- Ensures its members subscribe to a Rotary World Magazine Press publication *(include in club dues)*

- Implements service projects that address the needs of the local community and communities in other countries

- Accepts the visit of the assistant governor, governor, or any officer of Rotary International

- Maintains liability insurance appropriate for the region (United States and U.S. territories only)

- Acts in a manner consistent with the RI Constitution and Bylaws and the Rotary Code of Policies

- Keeps membership list current in Rotary's database by using My Rotary or one of the club management system vendors

- Resolves club disputes amicably

- Maintains cooperative relations with the district

- Follows and completes the election review process established in the RI Bylaws (*BY December of each Rotary Year*)

- These standards are only the beginning of what makes a successful Rotary club. Use the best practices in Be a Vibrant Club: Your Club Leadership Plan and ideas in the Rotary Club Health Check to ensure your club is healthy and vibrant.

- Cooperates with RI by not initiating or maintaining litigation against Rotary International or The Rotary Foundation, including their directors, trustees, officers, and employees

- **Access to Club's data on MyRotary/ClubCentral -** You, the club secretary, executive secretary/director, club treasurer, Foundation chair, and membership chair can activate access rights for other officers, so be sure that club officers are reported by ***1 February for the following year. Add new officers by using the link on the Club Administration page of My Rotary or by entering them into your club management system. ***Since elections must be concluded by 12/31 if not earlier, please report and post these officers and their year ASAP.

- **DELEGATION of YOUR ClubCentral Access** - As a club leader, you can delegate your administrative tasks on My Rotary to another team member. This temporary permission, known as *delegation*, is
not intended to relieve you of your duties as president; it simply extends your president-level access to My Rotary to another club leader with a My Rotary account. Your delegate can't view your personal information, such as your profile, contribution history, or discussion group activity. This person can, however, access the same tools and sensitive information that you can as

  president. See How to Delegate Your Online Access for more information.

RI REQUIREMENTS of CLUBS
Changes to club member data by 1 July and 1 January in order to receive a correct club invoice*
*NOTE – The numbers that are your club roster 2 July and 2 January **will be** the base of the due charges.
New and terminated members within 30 days, but no later than 1 July or 1 January
New officers for the next Rotary year and new club meeting information by 1 February *(Earlier)*
Information for the Official Directory by 1 February *(Earlier)*
Use of ***& report on time for*** Rotary Foundation funds, if your club has been awarded a grant
(In RIBI, district grants are reported through the district foundation grants and stewardship teams.)
Your Club FINAL goals, including your membership & Foundation goals, by 1 June (using Rotary Club Central)**
 **NOTE: We ask you complete your projected membership & foundation goals BEFORE C-PETs (we'll go over that).

Thank You for your participation!

Thank YOU for choosing Rotary!

Thank YOU for stepping up to lead your club!

Thank YOU for the difference you make in community!

This information is not intended to give legal or tax advice. Please consult your professional advisors to determine the specific rules applicable to you or contact the IRS directly: *www.irs.gov* or 1-877-829-5500.

What is an Employer Identification Number (EIN) and does my club need to apply for one?

An EIN is a nine-digit number used by the IRS to identify an entity. All Rotary clubs in the US and US territories (American Samoa, Guam, Northern Marianas, Puerto Rico, US Virgin Islands) need to apply for an EIN when they charter. To find out more, visit Obtaining an EIN for an Exempt Organization at www.irs.gov. Please note that RI's Group Exemption Number (GEN) 0573 must be included on the form in order for your club to be tax exempt under RI's 501(c)(4) group exemption ruling.

My club has a satellite club. Do they need their own EIN?

Since satellite club members are members of their sponsor club, it is recommended that the satellite club operate under the tax exempt status of the sponsor club. A club can only be included under RI's group exemption ruling once chartered as an independent Rotary club.

What do the terms 501(c)(3) and 501(c)(4) mean?

These are federal tax classifications for organizations that meet the requirements of Internal Revenue Code section 501(a). Charitable organizations are exempt under section 501(c)(3) and social welfare organizations under 501(c)(4) of the Internal Revenue Code. Under RI's group exemption ruling, Rotary and Rotaract clubs are entitled to 501(c)(4) tax exempt status. For more information about these tax classifications, please visit Life Cycle of an Exempt Organization at www.irs.gov.

My club intends to operate as a 501(c)(4) organization. What do we do next?

The IRS requires clubs to notify them of this intent by submitting Form 8976 within 60 days of the date your club becomes a legal entity (i.e. date your articles of incorporation were approved or date your constitution or bylaws were adopted). Failure to complete the form may result in penalties. Visit Electronically Submit Your Form 8976 at www.irs.gov for more details. Note: Submitting this form is not a determination of tax exempt status. See the next question for more information on becoming tax exempt under RI's group exemption ruling.

What must my club do to be included under RI's 501(c)(4) group exemption ruling?

Send a copy of the notice from the IRS confirming your EIN to your Club and District Support Representative (CDS). It is also necessary to include a positive confirmation that your club wishes to be included in RI's 501(c)(4) group exemption ruling. RI will enter your club's EIN into its database and annually confirms with the IRS all clubs included under RI's 501(c)(4) group exemption ruling.

Can my club use RI's EIN when applying for a bank account or filing?

No. Each EIN is specifically assigned to a single entity or club. Your club must use its own EIN when applying for a bank account or filing its annual information form.

Are contributions to my club considered charitable contributions?

Contributions to clubs that are 501(c)(4) organizations are generally not tax deductible as charitable contributions. Contributions to any club or club charitable fund that is tax exempt under Section 501(c)(3) may be tax-deductible as charitable contributions. Membership dues may be deductible as business expenses for some Rotarians.

Can my club or club foundation use The Rotary Foundation's EIN to receive charitable contributions?

No. Each EIN is assigned to a specific entity. The club or club foundation itself must meet the IRS requirements in order to receive charitable contributions.

Can my club or club foundation obtain 501(c)(3) tax exempt status under The Rotary Foundation?

No. The Rotary Foundation (TRF) does not currently have a group exemption under which clubs or club foundations can obtain 501(c)(3) tax exempt status. Clubs must work directly with the IRS to apply for this exemption on their own.

TRF operates a Donor Advised Fund (DAF) that provides similar benefits to a club foundation. Any club interested in forming a foundation or having trouble managing an existing foundation should review the opportunities available through TRF DAF at www.rotary.org/plannedgiving.

My club obtained 501(c)(3) tax exempt status. Do we need to notify RI?

Yes. Your club should submit to your CDS representative a copy of the IRS notice confirming its tax exempt status. RI will then exclude your club and EIN from our 501(c)(4) group exemption ruling.

Does my club need to file an annual return with the IRS?

Yes. RI's group exemption ruling does not include group filing. Therefore, each club is responsible for filing their own annual return (Form 990, 990-EZ) or annual electronic

notice (990-N) in order to remain tax exempt. The version a club files depends on its gross receipts for the year. For more information about this requirement and to find out which form to file, see Which Forms Do Exempt Organizations File? at www.irs.gov.

What is the deadline to file an annual return?
The deadline is the 15th day of the 5th month after the close of your tax year. For clubs following RI's tax year ending on 30 June, the deadline to file is 15 November.

Should my club include the receipt of Global or District Grants on our form with the IRS?
If you are required to file an annual information return (Form 990, 990-EZ), generally you should report all receipts and disbursements on the form regardless of where those receipts originated.

My club received notice from the IRS that our tax exempt status was automatically revoked for failure to file for three consecutive years. What does this mean and what do we do?
According to IRS regulations, an organization whose tax exempt status has been automatically revoked must apply to have its tax exempt status reinstated, even if it was not originally required to file an application for exemption. To check your club's tax exempt status, visit Tax Exempt Organization Search at www.irs.gov. For more information about the consequences of revocation and how to apply for reinstatement, please see Revoked? Reinstated? Learn More at www.irs.gov. For any further questions, please contact the IRS directly at 877-829-5500.

August 7, 2019

Sample Board Meeting Agenda Template

Written by Lena Eisenstein

It's a rare meeting where the board of directors has enough time to accomplish everything that it needs to. Having an established and focused board meeting agenda helps the board maximize accuracy, efficiency, and productivity. **Board meeting agendas** include items for managing routine business and for tackling special projects.

Sample Board Meeting Agenda Template

ABC Company

123 Main St.

Anytown, USA 12345

AGENDA

January 1, 2019

Time: 9:00 am

Location:

Company Corporate Office

123 Main St. Suite A

Anytown, USA 12345

I. Call to Order

II. Approval of the Agenda

III. Approval of the Minutes

IV. Reports

1. Executive Director
2. Finance Director
3. Nominating Committee
4. Governance Committee
5. Public Relations Committee

V. Old Business

1. Board nominations
2. Contract negotiations

VI. New Business

1. Special Event

VII. Comments and Announcements

VIII. Adjournment

Next meeting date March 1, 2016

DOWNLOAD THIS BOARD MEETING AGENDA TEMPLATE

Pre-meeting Preparation

The prior meeting's agenda serves as a template for the next meeting. The secretary should preplan the agenda by reviewing the past agenda and minutes and ask board members for items or issues to be included. This reminds board members to prepare reports or other documents that need to be brought before the board.

Once the secretary finalizes the agenda, it should be sent out to all members in enough time for them to review it and request additions, deletions, or changes. The final agenda helps the board chair keep the board meeting on track and moving along. After the chair calls the meeting to order, the board meeting agenda may be modified at the start of the meeting by board member request.

Structure of a Typical Board Meeting Agenda

The typical written agenda has a heading of identifying information. Other parts of the agenda appear like an outline using Roman numerals to identify board items for discussion.

Heading

The heading of the agenda should state the name and address of the organization. It should also include the date, time, and location of the meeting.

Call to Order

The first order of business is for the chair to announce the call to order, along with the time. The secretary enters the time of the call to order in the minutes. After the meeting is called to order, the board chair may make welcoming remarks, ask for introductions, or read the organization's mission and vision statements.

Changes to the Agenda

The second order of business is for the chair to ask for changes to the agenda. Additions and deletions to the agenda will be made at this time. Having no changes, the agenda moves to approving the prior meeting's minutes.

Approval of Minutes

The third item on the agenda should list "Approval of Minutes" along with the date of the most recent meeting. In most cases, board members should have received a copy of the minutes prior to the meeting. If they have not contacted the secretary prior to the meeting with corrections or changes to the minutes, they have to opportunity to make them during this item on the agenda.

Board members have an ethical and legal responsibility to make sure that the recording of the minutes accurately reflect the board's business.

Reports

The fourth item on the agenda is the reports. This first report should be a report from the Executive Director. This report should include a review of operations and projects. The Executive Director should give board members on overview of the business outlook including positive and negative trends, major initiatives, business updates, and other aspects of the business.

Following the Executive Director report, the Finance Director gives a report. Board members should make an effort to understand the financial reports so that they can identify potential financial threats. Understanding financial reports may also generate discussion about potential opportunities.

Subsequent reports may be given by committee chairs.

Old Business

Items should include past business items that are unresolved, need further discussion, or require a board vote. Items may be tabled or referred to committee for further exploration.

New Business

Board members should have a discussion about new business items and identify a plan to take action. This may include tabling them, delaying action to a future date, or referring them to a committee.

Comments, Announcements, and Other Business

At this point in the agenda, members may make announcements, such as offering congratulations or condolences, or make other special announcements. Any other business may be brought up at this time, fo example, items that may need to be added to the next meeting's agenda.

Adjournment

This is a formal closing of the meeting by the board chair. He should state the time that the meeting closed so that the secretary may including it in the board minutes. The date of the next meeting should follow the adjournment item, so that board members will be reminded to put it on their calendars.

The agenda serves as the roadmap for the board chair. It helps him move from one meeting item to the next, while addressing all business items and giving all board members an opportunity to participate. A board chair that uses the board meeting agenda efficiently increases productivity by not dwelling too long on issues that are better addressed in committees.

A clear agenda clarifies action items and designates who is responsible for addressing them, so that the board makes progress. The agenda also drives the minutes of the meeting. This is important so that board members have a comprehensive written plan to hold themselves accountable for following through on board business items.

The board agenda should be seen as a tool for doing board business in an efficient, fair, and productive manner. To be effective, agendas should be used and followed with consistency and fidelity.

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Rotary Club of _____

Meeting Location: Name of building, room & address
                           If a Zoom meeting, state that as well as the access link for it.
DATE & Time: Month date, year BEGINS: time to no later
Board Meeting Contact: Name, email, cell & business #s

I.   **Gavel to Order/Roll Call – Chair Name & time**
II.   **Roll Call – Confirm Quorum**
III.   **Focus:** *State primary focus & purpose of the board meeting for that date*
.
IV.   **Secretary's Report –**
               **Approve Previous Minutes: Date of the meeting & when those were sent
               out to the Board for their review.
               Update on Club Membership Data**

V.   **Club Treasurer's Report:**
               **Operating -
               Fundraising –
               Proposed Activities Budget
                   Adjustments made
                   On or over or under budgeted amount
                   How will actual financial difference from projected be managed**

VI.   **Club President Report -**
VII.   **Club Foundation (if any) –**
 VIII.   **Club Officers:**
         **President Elect Report –
         Vice President's Report –
         Immediate Past President –
         AG Report: Area & District -**
IX.   **Membership Report:**
             **Numbers – where is the club today & compared to this time last year?
             Is the club making progress towards its # of NET members goal for the year?
             Are there member prospects? How many and their progress/interest moving
             forward?**

Are there new members to be formally proposed? Provide their folder (application, bio, etc.)
For new members, who is being proposed at their club mentor?
Club TRF Chair (The Rotary Foundation):

X.   ***Director's Report – Only Upcoming – Report of action accomplished should be shared with all in advance of meeting**
Club Service -
Community Service –
International Service
New Gen -
Vocational
Environmental
Public Relations - Applying Grant
Newsletter
Sgt at Arms

XI.   **District Conference**
Club Hospitality Suite
F & ST evenings
During day some snacks
House of Friendship Tables
Club Displays
Silent Auction

 XII.   **Any other business**

XIII. Any new business

XIV. Adjournment – The President adjourned the meeting Target – **8 pm.**

Annotated Discussion of Board agenda & operations

Rotary Club of _____
<mark>Monthly</mark> **Board of Directors' Meeting**

Meeting Location: Name of building, room & address
If a Zoom meeting, state that as well as the access link for it.
DATE & Time: Month date, year BEGINS: time to no later

Board Meeting Contact: Name, email, cell & business #s
> *This will generally be one or both people: club president & secretary.*
> *However, a club president might not be able to make that meeting & should ask the *PE to be the presiding officer, etc. *Please be sure your bylaws provide for this. For whatever reason, Rotary had not recognize the PE as a functional club officer. This was corrected in the Council of Legislation action in 2016 &is now noted in the Rotary Code of Policies & Procedures that PEs are functioning club officer, next in line to the president.*

I.   **Gavel to Order/Roll Call – Chair Name & time**
II.   <u>**Focus:**</u> ***State primary focus & purpose of the board meeting for that date***
> *Examples: Review, discuss & approve budget line items expended in the last X months and upcoming for the next # of months*
> *OR*
> *Presentation of new club service project (name it) with full details for Board action to approve, send back for further detail or other action*
> *Copies of this material should be sent to the Board members as well. This is why it is always good for the one proposing the action to get the information to the club president & treasurer earlier than the 2-day deadline noted above.*
> *Please try to AVOID arguing about upcoming proposals in dueling emails between Board members prior to the meeting. Make the time at the Board meeting to thoroughly discuss the issues so that all can render an informed decision.*
> *Please also try to AVOID power leveraging votes. Work towards group consensus.*

The next section would be placed in their order of importance for the expressed Board meeting noted.
> *Generally, the lineup will not be the same each month.*
> *As a rule, you should try to mix it up, anyway, so that people don't time their appearance at the meeting to when they know they "regularly" come up on the agenda.*
> *You should include the specific action items expected.*
> *EVERY item should have a time frame, giving a bit more time to items requiring further explanation/discussion.*
> *AVOID making Board meetings a rotating report forum from each individual of things already accomplished, i.e., an update report.*
> *Ideally, each area of activity should be sending an update report to all Board members no later than 2-days before the Board meeting.*
> *Any new proposed activities should have a report sent to the Board at least 2-days in advance of the Board meeting specifying what action is being requested of the Board.*
> *Exceptions can be made to these operating rules on an as needed basis to the club president, treasurer if funds are involved & chair of the meeting, if different from the other 2.*

III.   Roll Call – Secretary – Confirm that you have a quorum.
Once you have everyone, be sure to confirm that you have a quorum. Please note: The Board must have a quorum to conduct business. This means to be able to take votes and actions. If you do not have a quorum, the board may meet as a committee of the whole to discuss items and make suggestions that will still need to be acted upon by the Board during a business meeting (i.e., with quorum).

IV.   Secretary's Report –
> **Approve Previous Minutes: Date of the meeting & when those were sent out to the Board for their review.**
> > *It is best, if DRAFT minutes are sent to president 2 no more than 5-days after the Board meeting at which they were taken. This allows discussion to take place quickly if any confusion or further clarification is needed.*
> > *They should then be sent to Board 1` week prior to the meeting at which adoption will be requested. They should be clearly marked DRAFT & any corrections or additions anyone believes are needed should be reported to the secretary ASAP.*
> > *An advance copy of the comments received should be shared with the club president/meeting chair 2 days before the next board meeting. This gives time for corrections/clarifications to be vetted.*
> > *Then when presented to the Board for approval, secretary can report the comments & the suggested disposition for each.*
> > *The Board can elect to approve all dispositions or work their way through them one-by one.*
> > *A secretary **should always speak up** at the meeting if they did not hear or understand what was being proposed &/or who is proposing & seconding.*
> > *Recording votes – If someone votes NO, you should ask if they wish to be recorded.*

V.   Update on Club Membership Data (*Are they up to date with any changes needing to be made, i.e., members to add or delete? Have they reminded members to keep their information up to date? Are there any issues or changes with DACdb/ClubRunner or RI or District in this area? Etc. This is one area where you want to make sure you go through this check list with secretary BEFORE the Board meeting to know IF any action is needed or will be taken further & be sure if any changes, that the Board is made aware of these.*
> > **You may wish to have an assistant secretary keeping track of how the club's activities' and planning calendar & its detail need to be changed/updated, etc. based upon the board activity at this meeting. This might also be a member of your PI team or however, your club elects to handle these matters.*
> > ***This also pertains to what will be reported in the Board action Summary sent to the members.*

VI.   Club Treasurer's Report:
> **Operating -**
> **Fundraising –**
> **Proposed Activities Budget**
> > **Adjustments made**
> > **On or over or under budgeted amount**
> > **How will actual financial difference from projected be managed**
> > > **Many clubs operate on a cash-flow basis. A particular challenge with this method & an operating point to always remember is that clubs may not spend members' dues (especially if collected in advance of payment due) for ANY other purposes than paying those forward when due. So, if the club collected all dues owed for the entire year (to Rotary &/or District)on both 07/01 and 01/01 in advance of those due dates, none of these funds may be used for any other purposes.*
> > > *Clubs should look at retaining club documents in the same way & in the same system, identified by name of document, filed by activity area and retained by RY. Some clubs buy a club computer & load all financials, minutes and documents & back this up on organized drives. There is also a new service offered by DACdb for just these purposes. What the club wants to ensure is each administration has access to the historic files – and adds to them in the same manner. That one does not need to rely on a single individual to "translate" their file/computer system into something that others can read.*

VII.Club President Report -

VIII.   Club Foundation (if any) – *Should be a written report presented by the appointed president &/or treasury of the foundation. Same amount of detail as noted for club matters. While the two bodies operate in mostly an independent manner from the other, please remember: It was the Club Board that would have to developed & filed the papers to create the club foundation AFTER a vote of the club membership approved it. So legally, the club board is expected to know what is going on in the club foundation so that they can report to club members (which the Board may also be require the club foundation as well.).*
For RI insurance purposes, when forming a club foundation, the power to discontinue the foundation must continue to reside with the Club Board & its members. Further, only Club Rotarian members are permitted to be appointed/elected members of the club foundation board. Last, it is in everyone's best interest that the club foundation request project/expenditure suggestions from the club board and club membership when planning their activities. Club foundations that operate independent of these provisions are viewed as "run-away" foundations and may jeopardize the insurance

coverage that they enjoy under the RI Insurance Program and/or that of their club and for club members.

IX. **Club Officers:**
 President Elect Report –
  Don't forget that in addition to being a main support to the President & club in the current year, PE is required to attend PRE-PETs, C-PETS and Incoming Club Administrations Education.
  Also, it is suggested that the PE be the champion for encouraging club members to sign-up for RLI sessions (I, II & III), valuable modules in the Rotary Learning Center on MyRotary, help the club team keep their club accomplishment data up to date in ClubCentral, & share education and development information.
  PEs, working with other clubs members, may also head any club surveys.
 Vice President's Report –
  Generally, the officer in charge of executing the club meeting speaker line up.
  *Be sure the subject areas, speakers etc. are discussed at the Board meetings & members are encouraged to make suggestions.
 Immediate Past President –
  Heads club nomination committee & keep to timeline .
  RI allows the timeline for elections to be by end of December and reported no later than 02/01 to RI. HOWEVER, because District Club & Leadership Development Programs begin in November/December, it is best if elections are in November and reported to District ASAP & RI in December.
 **AG Report: Area & District -
  **Club officers should actively use their Area AG as a valued resource, working to support the success of their club. Club Presidents and PEs should be receiving information report from their Area AG about updates in your Area and any District, RI or TRF information. Be sure to share these reports with the Board & determine what information will be shared with the club members.
  Officers should report on any Rotary-related activities in which they've been engaged sine the last meeting.

X. **Membership Report:**
 Numbers – where is the club today & compared to this time last year?
 Is the club making progress towards its # of NET members goal for the year?
 Are there member prospects? How many and their progress/interest moving forward?
 Are there new members to be formally proposed? Provide their folder (application, bio, etc.)
 For new members, who is being proposed at their club mentor?

XI. **Club TRF Chair (The Rotary Foundation):**
 Progress being made on reaching the club project goals.
 # of members using Rotary Direct for TRF contributions.

# of Paul Harris
Any new Paul Harris Fellows &/or Paul Harris Society members.
How is club doing compared to the District results?
Any planned efforts to develop further giving/outside contributions for TRF.
Arrange presentation on club, District & RI TRF.
Reminding club of donation timings for both club's donations in addition to the club members' donations
Update on Polio Plus; CART; & club obligation & payment & reporting timing on District Grants & Global Grants
Assure TRF Chair, club grant managers & PE attend Foundation and Grant education programs.

XII. ***Director's Report – Only Upcoming – Report of action accomplished should be shared with all in advance of meeting**
     Club Service -
     Community Service –
     International Service
     New Gen -
     Vocational
     Environmental
     Public Relations - Applying Grant
          Newsletter
     Sgt at Arms
     *Some clubs have all these areas headed by a director who is a voting member of the board. Others have these service area directors reporting to the Club Service Project Director who is the voting member of the board. What is important is that the Board is kept appraised of all these areas activities.

XIII. District Conference
       Club Hospitality Suite
         F & ST evenings
         During day some snacks
       House of Friendship Tables
         Club Displays
       Silent Auction

XIV.   Any other business - *This is for any unfinished business related to anything that is part of this meeting issued agenda &/or any business from previous meeting(s) that needs to carryover.*
XV.   Any New Business - *This is for items that are indeed new to this meeting and require some direction or assignment in order to move forward or, upon absolutely necessity require formal action of the board.*

XVI. Adjournment – The President adjourned the meeting Target – **8 pm.**