

Annotated Agenda

Sample



2021

Annotated Agenda

Board of Directors Meeting

Name of Organization

Address

Date/Time

Decision Items

5:30	Adjust Meeting Agenda	Chair
	Approve Minutes of June	Chair
5:30	Long-term Rent Fund Contribution	Treasurer

Discussion Items

5:45	Committee Planning	ALL
6:05	In Camera Discussion (if Required)	ALL
6:15	Round Table	ALL

Informational Items

6:35	Registered Charity Information Return	ED
6:37	ED Report	ED
6:40	Q2 Financial Update	Treasurer
6:50	Q2 Key Performance Indicators	ED

Type	Item	Background	Attachments
Decision	Adjust meeting agenda	n/a	Agenda (above)
Decision	Approve minutes of previous meeting		Board minutes from June
Decision	Long-term rent fund contribution	The Finance Committee met to discuss this issue. Treasurer has clearly summarized the discussion and the recommendation to board in the attached overview.	Long-term rent fund overview

Type	Item	Background	Attachments
Information	Registered Charity Information Return Filed (T3010)	Per Imagine Canada's Standards process, we are introducing an annual board meeting item for board to receive confirmation that this important Charities filing has been submitted.	Registered Charity Info Return Summary July
Information	ED Report	n/a	ED Report
Information	Q2 Financial Update	We are tracking well to the reforecasted budget (approved May), currently ahead of budget over \$7k YTD.	July Results and Forecast Summary 2013
Information	Q2 KPIs	As decided at the May board meeting, we are looking at a trimmed down number of KPIs for the balance of 2013. Discussion around the results from the Knowledge Philanthropy Survey (satisfaction/engagement levels) will be deferred to September meeting to allow for sufficient time and attention on the Committee Planning agenda item	KPI Year Q2 Q2 Testimonials
Discussion	Committee planning	Process per Chair's slides on the Committee Restructuring Process	VP Committee Restructuring Exercise Various Draft TORs

Transforming Not-For-Profit Leadership

We convene, connect, and equip not-for-profit leaders through interactive learning that is immediately applicable, and professional development that lifts organizational capacity.

1183 Melville St.
Vancouver BC V6E 2X5

T: 604.857.9144

F: 604.875.0710

e: info@thevantagepoint.ca

www.thevantagepoint.ca