**Structure Your Agenda**:

1. **Heading**:
   * Start with your company’s name, business address, and the meeting details (date, time, and venue).
2. **Call to Order**:
   * The board chair announces the meeting’s start time.
   * The secretary records this information in the minutes.
3. **Changes in the Agenda**:
   * The board chair asks if there are any changes to the agenda.
   * Add or delete items as needed.
   * If no changes, move to the next item.
4. **Approval of Minutes**: (Consent Agenda)
   * Discuss the minutes from the previous meeting.
   * Make corrections if necessary.
5. **Optional: Consent Agenda**
   * This must be provided to the members of the board in advance
   * This allows for the members to review the items prior to approval
     1. For example policies and procedures for review
     2. Contracts for annual review
     3. Safety program updates( safety committee meeting minutes)
     4. QAPI meeting minutes
6. **Reports**:
   * The Executive Director provides an overview of projects, operations, trends, and updates.
   * Cover both positive and negative aspects.
7. **Old Business**:
   * Address unresolved or pending items from previous meetings.
   * Decide whether to table them or refer to a committee.
8. **New Business**:
   * Discuss new items and plans of action.
   * Decide on next steps.
9. **Comments, Announcements, and Other Business**:
   * Board members can make announcements or share important messages.