

The purpose of this template is provide an agenda outline for all Board of Directors meetings. Some items will be addressed in every meeting, others in only some meetings.

## Agenda – NNREC Board of Directors Meeting day, date, time, venue

***Mission:** Nevada Natural Resource Education Council is a catalyst for environmental literacy.*

### I. Opening

- A. **Call to Order:** take attendance, determine quorum, introduction of guests
- B. **Action Items:** review action items from last meeting
- C. **Minutes:** approve minutes from last meeting
- D. **Decisions in the interim:** (if any) formally adopt any decisions made in the interim since last meeting
- E. **Agenda:** revise and adopt agenda
- F. **Consent Agenda:** (if any) remove items from consent agenda, adopt consent agenda

### II. Governance

- A. **Board Orientation:** brief board development activity (5–10 minutes)
- B. **Board Operation:** review board performance and adjust procedures and structures
- C. **Policy:** review and/or adopt policy
- D. **Members:** add or replace board members, form nominating committee or hear committee recommendations
- E. **External Relations:** MOUs, partnerships

### III. Goals

- A. **Partnerships:**
- B. **Professionalism**
  - 1. Certification program
  - 2. Conference
  - 3. Professional development
  - 4. Model program
- C. **Leadership:**
- D. **Funding:**

### IV. Administration

- A. **Executive Director:** reports and issues from Executive Director
- B. **VISTA:** reports and issues from VISTA program
- C. **Budget:** adopt, revise, and review annual budget

### V. Closing

- A. **Agenda:** draft agenda for next meeting with high interest and deferred items
- B. **Next meeting:** affirm next meeting date
- C. **Reflection:** reflect on success of meeting
- D. **Adjourn**

Documents for consideration, reports, and consent agenda items should be listed with the agenda, and posted on the website.