

Consent agenda example

| Agenda item | Description | Action needed | Comments |
|---|--|------------------------|----------|
| 1. Opening reflection | Begin the meeting with a moment of reflection or a quote related to the organization's mission or values. | N/A | |
| 2. Approval of agenda | The proposed agenda should be presented for approval, with any necessary additions or changes discussed and made. | Approval | |
| 3. Review and approval of previous meeting minutes | The minutes from the previous meeting should be reviewed and approved. | Approval | |
| 4. Financial reports | Presenting monthly financial statements, and cash flow statements. | Review and approval | |
| 5. Committee reports | Presenting audit committee report (summarized key findings), governance committee report (updates on policies), etc. | Review for information | |
| 6. Routine approvals | Vendor contract renewal (pre-negotiated terms), employee stock option plan adjustments. | Consent to proceed | |
| 7. Other | Notice of upcoming board retreat. | Acknowledgment | |
| 8. Old business | Any unfinished business from the previous meeting should be discussed and resolved. | | |
| 9. New business | Any new business that the Board wishes to discuss should be presented and discussed. | | |
| 10. Executive Session (if needed) | If there are any personnel, legal, or other sensitive issues to be discussed, the Board may adjourn to an executive session to discuss them. | | |
| 11. Adjournment | The next consent meeting's date, time, and location are announced, and the meeting is closed. | | |

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