# of Directors needed for Quorum

Name of Non-Profit
Board of Directors' Meeting
Address of the Meeting
Day, date of the meeting
AGENDA

1. Call to Order

2. Approval of Agenda
   MOTION: To approve the agenda as presented

3. Approval of Minutes
   MOTION: To approve the minutes of **(date)** as presented

4. Previous Business
   - Previous concerns/problems that have been solved since the last meeting
   - Pending/Ongoing Items:
     - Update on ongoing items (include at least one strategic goal)
     - Update on repairs
     - Update on mortgage

5. Executive Director's/Manager's Report:
   - Update on strategic goals
   - Review Arrears
   - Vacancies
   - Maintenance Report
   - Capital Projects
   - Administrative Report
   - Any other Manager's follow-up items from previous meetings

   MOTION: To approve the Manager's report as presented

6. Financial Report
   MOTION: To approve the Financial report as presented

7. New Business
   - New Issues / Upcoming Events / MNPHA Updates

8. Correspondence

9. Next Meeting – 2nd Tuesday of every 2nd month @ 12:00 PM

10. Action Items

11. Adjournment