

GOVERNANCE TOOLS - Handout

Sample Board Agenda

Sunny Days Housing Co-operative - Board of Directors Meeting Date: October 24, 20XX

Agenda

- 7:00 1. Call meeting to order, confirm quorum
2. Adoption of agenda
(Please disclose any conflict of interest.)
- *adopt agenda*
- 7:05 3. Approval of previous minutes
- *approve minutes of September 5, 20XX*
- 7:10 4. Business arising from the minutes
- *receive information as follow up on Fire Safety Project**
 - *consider recommendation on visitor parking spaces ***
 - *conduct other business arising from previous minutes*
- 7:20 5. Management Report
Financial
- *receive September 20xx financial statements and management report**
 - *receive arrears and vacancy reports**
 - *budget preparation – receive timeline and status report**
- 7:45 Maintenance and Asset Management
- *receive maintenance report**
 - *flooring replacement – status report**
 - *Asset Management Plan – update**
- 8:00 Membership: Keeping the co-op full
- *approve new member for unit 3609*
 - *receive external waitlist report**
- 8:15 6. Committee Reports
- 8:25 7. Good governance

8:40 8. Other business

- *conduct other business, if any*

8:55 9. Meeting evaluation

9:00 10. Date of next meeting and close of meeting

* Material on this agenda item is attached.

** Material on this agenda item was given out at a previous meeting. Please bring it with you.