

BOARD AGENDA SAMPLE

Sample Housing Co-operative - Board of Directors Meeting
Date: March 20, 20XX

Agenda

- 7:00 **1. Adoption of agenda**
(Please disclose any conflict of interest.)
- *adopt agenda*
- 7:05 **2. Approval of previous minutes**
- *approve minutes of February 5, 20XX*
- 7:10 **3. 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 **4. 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 **5. 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

* Material on this agenda item is attached.

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