

THE BREAKDOWN



QUARTERLY BOARD MEETINGS

TIME FRAME RANGING FROM
6-8 HOURS

AREAS OF FOCUS:

Past & Present Year in Review - include current years annual goals presentation

Fundraising Goals & Strategic Planning Begins (if applicable)

"Boost Break" - ie. motivational speaker

AREAS OF FOCUS:

Budgeting - midyear vs. actual budget

Strategic Plan Presented - allows the board to get a better grasp on goals and future plans

"Boost Break" Part 2 - potential outside guest that has skills in areas you are focusing on

AREAS OF FOCUS:

Fundraising Focused - end of year campaigns begin

Board Member Recruitment - early stage discussions and ideas tossed around

Next Years Budget. - general numbers and ideas tossed around

AREAS OF FOCUS:

Presentation Time - annual goals, next years budget, board member recruitment and more presented

Appreciation Time - a thank you to the board members

Year in Review - celebrating the good and improving from the bad

JANUARY

AREAS OF FOCUS:

Past & Present Year in Review - include current years annual goals presentation

Introductions - between new/existing staff and new/existing board members

Fundraising Goals & Strategic Planning Begins (if applicable)

"Boost Break" - ie. motivational speaker

MARCH

AREAS OF FOCUS:

Budget Planning - create a realistic budget for the year based off trends and financial reviews

Financial Review - compare current goals with projected budget for the year

MAY

AREAS OF FOCUS:

Mid Year Budget vs. Actual Budget

Program Evaluation - are your current programs producing the goals set for them?

Enrich Board with Outside Guest - ie. motivational speaker

BI-MONTHLY BOARD MEETINGS

TIME FRAME RANGING FROM 2-3 HOURS



AREAS OF FOCUS:

Year in Review - celebrating the good and improving from the bad

Appreciation Time - a thank you to the board members

Presentations- annual goals, next years budget, board member recruitment and more presented

DECEMBER

OCTOBER

AREAS OF FOCUS:

Budget, Budget and More Budget! - budget goals for the next year are presented to the board

Annual Goals - annual goals presented to board and staff

AUGUST

AREAS OF FOCUS:

Fundraising Focused - year end is approaching and planning for campaigns should begin!

Budget Key Elements Finalized

Board Member Recruitment & Elections - talk of board member recruitment and elections should begin and be ready to happen within the last few months of the year

MONTHLY BOARD MEETINGS

TIME FRAME 90 MINUTES



JANUARY

AREAS OF FOCUS:

Year in Review - compare goals, budget, and more from the previous year to this year

Strategic Planning -

Board and Staff are aligned on the organizations goals for the year and plans for how to reach them

FEBRUARY

AREAS OF FOCUS:

Committee Positions Updated
Committee Meetings scheduled for the calendar year

MARCH

AREAS OF FOCUS:

Budget Assessment & Financial Planning - create a realistic plan based off goals of this year and finances from last year

APRIL

AREAS OF FOCUS:

Policy Review & Compliance Check - review for areas to improve efficiency and governance

JUNE

AREAS OF FOCUS:

Mid-Year Review - the time to look into how your strategic plan is performing, budget check, and board efficiency

JULY

AREAS OF FOCUS:

Fundraising - year-end campaigns should begin to be considered

Donors & Prospects - have a better grasp on who your donors and prospects are for upcoming fundraising campaigns

MAY

AREAS OF FOCUS:

Program Evaluation - look into current programs and see if there are room for improvements

Strategic Planning Checkpoint -

check in with board and staff about where the organization is with their strategic plan

AUGUST

AREAS OF FOCUS:

Board Training - have board members participate in a retreat to learn new skills and enhance old ones

SEPTEMBER

AREAS OF FOCUS:

Outreach - evaluate current outreach strategies as end-of-year campaigns begin to rollout

OCTOBER

AREAS OF FOCUS:

Board Recruitment -

begin to consider board positions; who is retiring? potential new board members? any new positions that will need voted and discussed?

DECEMBER

AREAS OF FOCUS:

Year End Review & Celebration - the time to review and celebrate your wins from the past year and acknowledgment for those who helped you earn them

NOVEMBER

AREAS OF FOCUS:

Year End Preparation - annual reports, financial statements, and impact assessments are prepared to have a successful year end review