**Sample Board Agenda from** [**BoardEffect**](http://www.boardeffect.com/)**: A Board Portal Software provider**

**ABC Company**

123 Main St.

Anytown, USA 12345

**AGENDA**

January 1, 2016

Time: 9:00 am

Location:

Company Corporate Office

123 Main St. Suite A

Anytown, USA 12345

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes
4. Reports
5. Executive Director
6. Finance Director
7. Nominating Committee
8. Governance Committee
9. Public Relations Committee
10. Old Business
11. Board nominations
12. Contract negotiations
13. New Business
14. Special Event
15. Comments and Announcements
16. Adjournment

Next meeting date March 1, 2016