

Sample Agenda Template

ARROWHEAD IMPROVEMENTS ASSOCIATION, INC.

Board Meeting Agenda

Day, Date, Time

Location

Pledge of Allegiance

Call to Order and Determination of Quorum

Adoption of Agenda with any Additions or Deletions

Report on Special Board Meeting (usually Friday) including any Executive Session held and Board Work Session

Approval of Minutes for Previous Month's Meeting

Review of Financial Statements

Old Business Action Items:

New Business Action Items:

Reports:

Arrowhead Patrol

Communications

Design Review

Forest Management

Heavy Equipment

Fire Department Report

Board Announcements

Owner Announcements

Call for Owner Comments

Adjournment

