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We're talking here about something even easier than what's on the agenda: here are three instant ways to improve meetings simply by what you put on the piece of paper titled "Board Agenda:"

1. Put your **mission statement** at the top of every agenda. It quietly reminds people of your organization's purpose throughout the meeting. If you have a business model statement, place it there as well.
2. Right under the date, place a list of **what individuals agreed to do** at the last board meeting. See example to right:
3. At the end of the agenda, keep a running list of topics coming up. For example, at the end of the May agenda, the following might be noted:

from previous meetings:

- Sara will look into having Kathy as a speaker at Rotary.
- Staff will develop revised financial projections for the next Finance Committee meeting review.
- Corey to send email to all board members getting suggestions for Blue Ribbon Nominating Committee by August 5.

Upcoming Discussions:

- Review line of credit policies: June
- Executive director evaluation discussion: August
- Overall critique of fundraising strategies: September

By keeping this running list, everyone knows what is scheduled for future meetings, and will neither forget them nor worry that they will be forgotten by others. The Upcoming Discussions list also serves to keep the board accountable for its plans.

None of these quick improvements will fix major problems, but they will go a surprisingly long way in strengthening a good board's ability to stay on track.

See also in *Blue Avocado*:

- [Ten Quick Ways to Invigorate Board Meetings](#) ^[4]

- [Five Tips for Better Board Packets](#) [5]
- [Critical Path for the Board](#) [6]
- [Nonprofit Business Model Statements](#) [7]



Board Cafe

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