

# Client Board Meeting Timeline

Develop Agenda	Prepare Pre-read	Pre-meeting	Post-meeting
<p><b>Do check-ins</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CEO check-in with COO re needed actions</li> </ul> <p><b>Identify matters to be approved</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> identify need for formal board approvals and related approval requirements (e.g., advance notice, vote required)</li> <li><input type="checkbox"/> prepare consent agenda resolution</li> </ul> <p><b>Prepare agenda</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CEO and Board Chair generate draft agenda</li> <li><input type="checkbox"/> advise relevant Committee chairs, staff, and third parties about participation in meeting</li> </ul>	<p><b>Carry out staff work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> develop regular and meeting-specific pre-read and presentation materials</li> <li><input type="checkbox"/> develop legal materials as needed for formal approval items</li> </ul> <p><b>Review materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> finalize minutes from previous meeting</li> <li><input type="checkbox"/> CEO reviews draft pre-read and presentation materials</li> </ul> <p><b>Prepare pre-read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> include meeting minutes from previous board meeting(s)</li> <li><input type="checkbox"/> include agenda for upcoming meeting</li> <li><input type="checkbox"/> include meeting logistics information</li> <li><input type="checkbox"/> include regular CEO, financial, and program updates</li> <li><input type="checkbox"/> include consent agenda resolutions</li> <li><input type="checkbox"/> include meeting-specific materials</li> </ul>	<p><b>CEO and Board Chair review</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> discuss and confirm pre-read materials, agenda, and meeting choreography</li> <li><input type="checkbox"/> discuss need for and carry out any pre-meeting conversations with individual directors</li> <li><input type="checkbox"/> discuss need for and invite meeting observers (such as prospective board members)</li> </ul> <p><b>Meeting presentation prep</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CEO reviews final presentation materials</li> <li><input type="checkbox"/> rehearse presentations, if needed</li> </ul> <p><b>Distribute notice and pre-read</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> send meeting reminder to directors, staff, third party participants, and observers</li> <li><input type="checkbox"/> send pre-read materials</li> </ul> <p><b>Confirm meeting logistics</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> confirm conference dial-in instructions</li> <li><input type="checkbox"/> confirm hotel reservations, room reservations, catering needs, etc. as appropriate</li> </ul>	<p><b>Debrief meeting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board Chair and CEO confirm needed follow-up actions if any</li> <li><input type="checkbox"/> distribute meeting hand-outs to absentee board members, if needed</li> </ul> <p><b>Debrief with staff</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CEO/COO brief staff as appropriate</li> </ul> <p><b>Update minute book</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Secretary finalizes and signs previous meeting minutes approved by board</li> <li><input type="checkbox"/> Secretary inserts signed minutes in corporate minute book</li> </ul> <p><b>Distribute meeting minutes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> prepare meeting minutes promptly after meeting</li> <li><input type="checkbox"/> distribute draft minutes to Secretary and Board Chair for review</li> </ul>