**Template**

**Affiliate Community Foundation**

**Board Meeting Agenda**

**Board Meeting Date**

1. List of Affiliate Board Members & Guests

Include a list of all Affiliate Board Member here

Consider adding the names of any CKCF staff members or guests in attendance as well

1. Regular Meeting Called to Order
2. Approval of the Agenda

Approve this meeting’s agenda

1. Approval the Minutes

Approve the minutes of the previous board meeting

1. Financial Report from Treasurer

Review of fund balances

Operating Budget Balance

New donations received

Thank notes/letters written or assigned

1. CKCF Update

A staff person from CKCF will provide an update of current news from CKCF

1. Grants and Scholarships

Report given by chair of selection committees

Discuss grant and scholarship cycles

Discuss plans for Award Celebration

1. Old Business
2. New Business
3. Growth Strategies and Asset/Donor Developement

Consider spending brief time discussing some ideas to grow your foundation

1. Upcoming Event Dates

Keep important dates on your board members’ minds and in their calendars

1. Next Meeting Date
2. Assignments for Committee and/or Board Members for next meeting

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10.**

1. Adjournment