## Example Agenda for a Board Meeting

**Anytown Downtown Association**

**Board of Directors Meeting**

Tuesday, March 9, 2018, 5:30 – 7:00 P.M., ADA Office

AGENDA

1. Call to Order
2. Additions or Corrections to the Agenda
3. Approval of Regular Meeting Minutes, February 9, 2010
4. Main Street Minute (brief educational or leadership development discussion or presentation)
5. President’s Report
6. Treasurer’s Report
7. Executive Director’s Report
8. Old Business
   1. Action Items: Included here are items that require a vote of the board
   2. Information items: Included here are informational items that require the attention of the board
9. New Business
   1. Action Items: Included here are items that require a vote of the board
   2. Information items: Included here are informational items that require the attention of the board
10. Committee Reports
    1. Organization
    2. Promotion
    3. Design
    4. Economic vitality
11. Announcements and Calendar
    1. Next Board Meeting
    2. Committee Calendar
    3. Events and Workshops of Interest
12. Adjourn