

Board Meeting Guidelines – 90 minute meeting

WHEN THE GAVEL FALLS

MODEL FOR 90-MINUTE MEETING

Call to order (1 minute).

Remember you will have already had prayer and fellowship through check-in.

Opening prayer and roll call (3 minutes).

Recognize visitors (1 minute).

Normally there will be none. Special guests are invited in for particular agenda items and remain for that item only.

Approve agenda (3 minutes).

Consider the previous meeting's minutes (3 minutes).

"Good news" report by the Minister (10 minutes).

Consider the financial report (5 minutes).

Hear the Minister's report (15 minutes).

Hear committee reports - if there are any (10 minutes). Most will be written and viewed ahead of time.

Consider unfinished business (5 minutes).

Consider new business (30 minutes).

Again, documentation will have been given in the packet on this so members can move through discussion and decisions promptly.

Make announcements (3 minutes).

Adjourn the meeting (1 minute).