

Sample agenda for a board meeting

Sunny Days Housing Co-operative
Board of directors

Date: January 21, 20XX

Agenda

- 7:00 1. Call meeting to order, confirm quorum
2. Approval of agenda
 (Please report any conflict of interest.)
- 7:05 3. Approval of the minutes of December 19, 20XX
- 7:10 4. Business arising from the minutes
- 7:20 5. Manager's report
 Financial
 a. Arrears and vacancy reports
 b. Subsidy report
 c. Budget preparation – timeline and status report
- 7:40 Membership
 a. Board approval of new member for unit 6
 b. Two-bedroom unit vacant April 1 – marketing
 report
- Maintenance
 a. Flooring replacement – status report
 b. Unit inspections – scheduled for March 20XX
 c. Building condition assessment – draft for review
 and discussion of next steps
- 8:40 6. Reports
 a. Newsletter – draft for review
 b. CHF Canada events – appoint delegate
- 8:55 7. Date of next meeting – February 19, 20XX