

**BOARD OF DIRECTORS AGENDA**

**(Insert Name of Organization)**

Board Members: (Insert Name of Board Members)

**Insert Date and Time of Meeting)**

**(Insert Location for Meeting)**

**Vision:** (Insert Vision for Downtown)

**Mission:** (Insert Mission for the Organization)

**General Business**

**Call the Meeting To Order**

(Adjust Times Accordingly)

(Insert Name of Chair), Title

5 minutes      **Introductions and Welcome**

**Presentations**

10 minutes      Educational Learning opportunity

Name of Presenter

5 minutes      **Minutes**

(Insert Name of Secretary), Secretary

5 minutes      **Financial Report**

(Insert Name of Treasurer), Treasurer

**Work Plan Committee Reports**

5 minutes      Economic Vitality Committee

(Insert Name of ER Chair), Economic Vitality Chair

5 minutes      Design Committee

(Insert Name of Design Chair), Design Chair

5 minutes      Promotion Committee

(Insert Name of Promotion Chair), Promotion Chair

5 minutes      Organization Committee

(Insert Name of Organization Chair), Organization Chair

**Director's Report**

10 minutes      Executive Director's Report

(Insert Name of Downtown Director), Title

10 minutes      **Other Business**

(Insert Name of Chair), Title

**Next Meeting**

(Include Date and Time on Agenda)

(Insert Name of Chair), Title

Insert Time      **Adjourn**

(Typically – 1-1.5 Hours After Start)