

XXX Cluster Association

Agenda for _____, 200_ Meeting

Date: __/__/200_

Location: _____'s house (#xxxx)

Time: _____

Contact name/phone #: _____

1. Opening remarks.
2. Approval of the minutes from the previous meeting

[You really need to do this right up front as the previous minutes are only draft minutes until they are adopted, and, you need to “close out” completely the previous meeting’s business before you start this, the next meeting.]

3. Adoption of the agenda.
4. Status of action items

[Provide a cumulative list of all action items from previous meetings that were still open as at the end of the previous meeting. You might wish to indicate when each action item was first assigned, as this tells everyone if it’s “long overdue”. If you don’t record and follow-up with action items in writing, you’re likely to get different recollections about who agreed to do what, and by when. It clearly shows members what they need/agreed to do and it shows there is a way to hold people accountable. Examples follow.]

- 4.1 xxx will look at covering the bolts on the playground equipment.
- 4.2 xxx to revise the budget to show monthly savings as a result of the new trash contract.
- 4.3 xxx will look into getting the cluster sign repainted.
- 4.4 xxx will circulate the draft of the newsletter to the board for approval before distributing.

5. Owner forum

[While any owner who is not a director is permitted to attend a board meeting, they do so as observers. Of course, they might have constructive contributions during any item on the agenda, however, strictly speaking, they do not have the right to participate in general board business. As such, this item is reserved as a place for any attending non-director owners to raise issues.]

6. Agenda item goes here

7. ...

8. Agenda item goes here

9. Any other business

10. Agenda items for the next meeting

11. Next meeting date/location

12. Thank the meeting host

13. Executive session

[While most business can and should be held in open session, certain topics should be discussed in executive session; that is, with only the board members present. Examples include discussion of problems/violations with a particular owner/tenant, overdue fee payments by a specific owner, and discussion of candidates for mid-term director appointments. Holding such a session at the end of the meeting avoids the need to ask other members to leave and then return for the remaining agenda items.]

14. Adjournment