

# Sample Meeting Agenda with Consent Agenda

Boys & Girls Club of XYZ  
123 Main Street  
Anytown, Anystate

Date  
0:00 a.m. – 0:00 p.m.

The mission of the Club of XYZ is to... [Insert mission].

Agenda Item	Time allocated	Presentation, Discussion, or Action Item
A. Call to order		
<b>B. Consent agenda</b> a. Approval of minutes from previous meeting b. Approval of agenda c. CEO's report d. Committee reports		
C. Collaboration proposal		
D. Update on new program		
E. Status of annual fundraising campaign		
F. Adjournment		