

Template Training Tuesday: Board Meeting Agenda & Evaluation

6 April 2021



GARY HOAG



PAULA MENDOZA



BARBARA SHANTZ



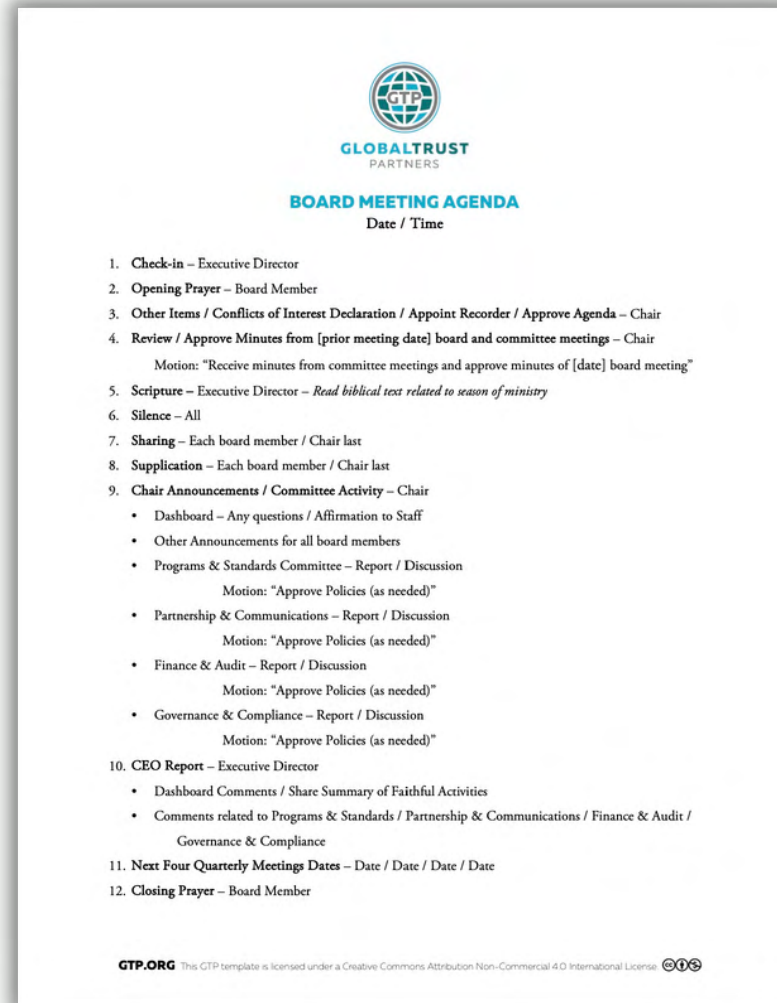
Overview

- 1. Welcome**
- 2. What is a Board Meeting Agenda? What is Board Evaluation?**
- 3. Why should God's workers use these templates?**
- 4. How can you adapt them to your organization?**
- 5. What if you used them? (Testimony)**
- 6. Q & A**
- 7. Wrap-up**



What is a Board Meeting Agenda?

It is a one-page document with 12 parts that can be adapted for use by a church or ministry.





What is a Board Meeting Agenda?

- 1. Check in – CEO – Keep greetings focused to 15 minutes or less so meetings don't go too long.**
- 2. Opening Prayer – Board Member**
- 3. General Items / Conflicts of Interest Declaration / Appoint Recorder / Approve Agenda – Chair**
- 4. Review / Approve Minutes from [prior meeting date] board and committee meetings – Chair**
Motion: "Receive minutes from committee meetings and approve minutes of [date] board meeting"



What is a Board Meeting Agenda?

- 5. Scripture – CEO leads Board.**
- 6. Silence – All – Let the Spirit speak first in your meetings.**
- 7. Sharing – All and Chair goes last.**
- 8. Supplication – Short prayers or chair prays for all.**
- 9. Chair Announcements / Committee Activity**
 - Dashboard – Any questions / Affirmation to Staff**
 - Other announcements for all board members**



What is a Board Meeting Agenda?

- **Programs & Standards Committee – Report / Discussion / Motion: “Approve ... (as needed)”**
- **Partnership & Communications – Report / Discussion / Motion: “Approve ... (as needed)”**
- **Finance & Audit – Report / Discussion / Motion: “Approve ... (as needed)”**
- **Governance & Compliance – Report / Discussion / Motion: “Approve... (as needed)”**




What is a Board Meeting Agenda?

10. CEO Report


11. Next Four Quarterly Meeting Dates

12. Closing Prayer – Board Member


GLOBALTRUST
PARTNERS

BOARD MEETING AGENDA
Date / Time


1. Check-in – Executive Director
2. Opening Prayer – Board Member
3. Other Items / Conflicts of Interest Declaration / Appoint Recorder / Approve Agenda – Chair
4. Review / Approve Minutes from [prior meeting date] board and committee meetings – Chair
Motion: "Receive minutes from committee meetings and approve minutes of [date] board meeting"
5. Scripture – Executive Director – *Read biblical text related to season of ministry*
6. Silence – All
7. Sharing – Each board member / Chair last
8. Supplication – Each board member / Chair last
9. Chair Announcements / Committee Activity – Chair
 - Dashboard – Any questions / Affirmation to Staff
 - Other Announcements for all board members
 - Programs & Standards Committee – Report / Discussion
Motion: "Approve Policies (as needed)"
 - Partnership & Communications – Report / Discussion
Motion: "Approve Policies (as needed)"
 - Finance & Audit – Report / Discussion
Motion: "Approve Policies (as needed)"
 - Governance & Compliance – Report / Discussion
Motion: "Approve Policies (as needed)"
10. CEO Report – Executive Director
 - Dashboard Comments / Share Summary of Faithful Activities
 - Comments related to Programs & Standards / Partnership & Communications / Finance & Audit / Governance & Compliance
11. Next Four Quarterly Meetings Dates – Date / Date / Date / Date
12. Closing Prayer – Board Member

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What is a Board Meeting Evaluation?

It's a short survey you can do by hand or by using an online tool to improve board performance.

BOARD MEETING EVALUATION 

Name _____ Date of Meeting _____

Here is my board meeting evaluation of our time together as committees and as a full board.

- The board binder contained useful information and helped members fulfill their governance responsibilities.


STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE
- The **spiritual** activities and sharing coupled with the board development session was important and productive.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE
- The agenda focused on **strategic** issues and had space for members to ask questions and express opinions.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE
- The margin for **solitude** positioned members to attune to God, each other, regional facilitators, and staff.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE
- The **social** activities and meal times gave members the opportunity to build relationships with the GTP family.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE
- What did you like best about this meeting?
- What did you like least about this meeting?
- What suggestions do you have for how the board meeting/global gathering could be improved?
- Other comments/suggestions.

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What is a Board Meeting Evaluation?

- 1. The board advance email (one-two weeks prior) had useful information to help me fulfill my governance responsibilities.**
- 2. The advice to have solitude time with God before the meeting helped me attune to the Holy Spirit and the board.**
- 3. The social "check in" time at the beginning helped us nurture board relationships despite the limits of a zoom.**



What is a Board Meeting Evaluation?

4. The agenda focused on strategic issues and had space for members to ask questions and express opinions.
5. The dashboard, financial snapshot, programs report, and website summary enabled the board to monitor faithful activities, fruitful outcomes, and prayer points at a glance.
6. What did you like best about this meeting?



What is a Board Meeting Evaluation?

7. What did you like least about this meeting?
8. What suggestions do you have for how the quarterly (Q1, Q2, Q3, and Q4) board meetings could be improved?
9. Other comments/suggestions?
10. What is your name?



Why should God's workers use a Board Meeting Agenda and Evaluation?

AGENDA

- **Brings order and structure to meetings.**
- **Allows God to speak first and to unify the board (e.g., India).**
- **Helps the board work efficiently and effectively.**
- **Keeps people on time for zoom meetings by adding times for each section.**



Why should God's workers use a Board Meeting Agenda and Evaluation?

EVALUATION

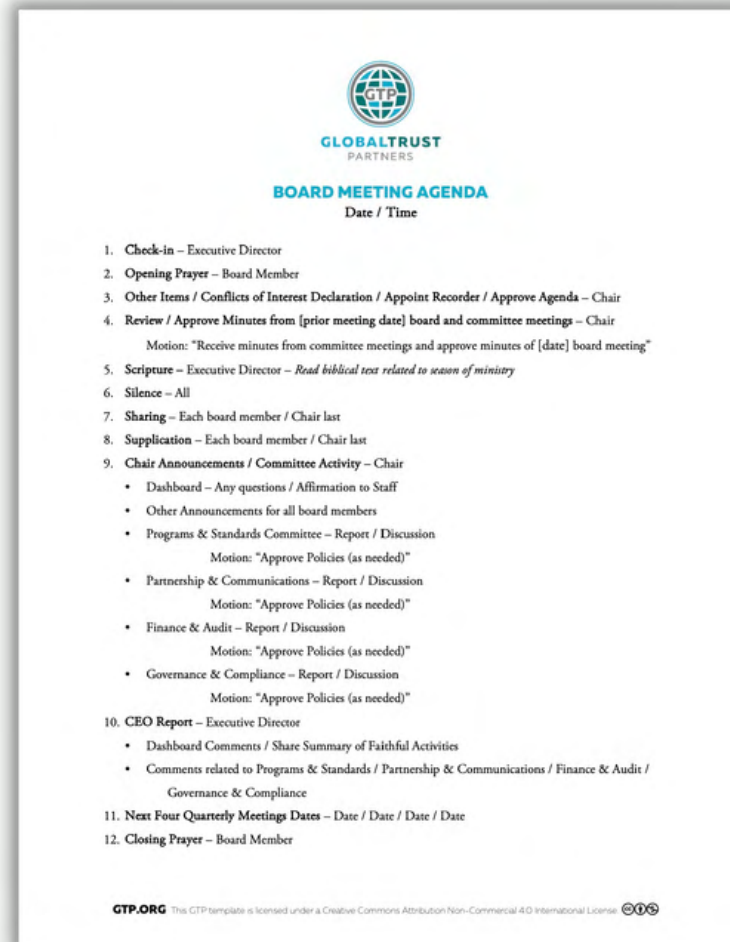
- **Makes each meeting better than the next.**
- **Captures insights soon after meetings.**
- **Consider examples of good feedback:**
 - **Bring in guest to report rather than just staff**
 - **Shift time from reports to strategic discussion**
 - **Do one-page report with links to supplementals**



How can you adapt it?

AGENDA

- Tweak the template
- Discuss draft with the CEO and chair for each meeting
- Adapt it to your structure






How can you adapt it?

EVALUATION

- Tweak questions
- Ask Governance and Compliance Committee to edit and recommend it for board approval
- Send it online

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**What if you used the
board meeting agenda
and evaluation?**

**What outcomes can
your church or
ministry anticipate?**



BARBARA SHANTZ
GTP Board Member



Questions & Answers



GARY HOAG
GTP President & CEO



PAULA MENDOZA
GTP Global
Administrator



BARBARA SHANTZ
GTP Board Member

Next Template Training Tuesday...

13 April 2021
12 noon GMT

DISCERNING DIRECTION
DOCUMENT



ERENY MONIR



RUTHIE CRISTOBAL



GREGG CAPIN



Email inquiries and send impact stories to mail@gtp.org.



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