

**PFLAG XXX Board Meeting Agenda**

DATE, TIME + PLACE

***Note:***

***The board meeting agenda should be sent to board members ahead of the meeting and saved in the chapter’s electronic files.***

***The board meeting agenda can be used to take minutes by adding notes to each agenda item as they arise. Minutes should be sent to board members after the meeting and saved in the chapter’s electronic files.***

1. **Call to Order**
2. **Approve Minutes from last Board meeting (DATE)**
3. **Treasurer Report**

***A treasurer report should include a summary of what the chapter’s expenses have been since the last board meeting, what income the chapter has had since the last board meeting, and how much money is currently in the chapter’s bank account(s).***

1. **Any special guests or announcements**
2. **Follow ups from last meeting (if any)**
* Notes/topic
1. **Topic**
* Notes + action steps
1. **Topic**
* Notes + action steps
1. **Topic**
* Notes + action steps
1. **Topic**
* Notes + actions steps
1. **Upcoming PFLAG Meetings**
* DATE + meeting type
* DATE + meeting type
* DATE + meeting type
* DATE + meeting type
1. **Adjourn**