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**Sample Agenda for Monthly / Quarterly House Corporation Board Meeting**

September 2015

*This resource is provided by Beta Theta Pi’s Cornerstone Housing Program. If you have questions, updates, or suggestions, please contact Anne Emmerth, Director, Cornerstone Housing Program (**anne.emmerth@beta.org**; 800-800-BETA).*

**Planning Timeline**

House corporation boards should hold monthly or quarterly meetings. Typically the number or frequency of meetings is outlined in your bylaws, but it’s a best practice to meet or talk regularly. Some meet in person but many conduct their business via conference call or webinar. This agenda is a guide to use as you plan and host your meetings.

One month before your meeting:

* Remind all participants about the date, time and location of the meeting (including dialing or login instructions).
* Ask board members to submit agenda items to the board president at least one week before the meeting.
* Confirm any special guests or special speakers (e.g., campaign consultant or vendor presenting a proposal).
* If your board plans to make important decisions at the next meeting, check your bylaws to confirm that you are allowed to conduct that particular business over the phone or via webinar. Your bylaws may specify that decisions of a certain dollar amount or level of importance be conducted face-to-face, or only at your annual meeting.
* If you will be making decisions that require a majority of board votes or quorum, ensure that enough board members are planning to attend.
* Remind the board about the deadline for sending out advance reading materials.

One week before your meeting:

* Finalize agenda; send it out to the board along with advance reading materials.

After the meeting:

* Distribute meeting minutes to board members, along with a list of action items and deadlines.

**Sample Meeting Agenda**

1. Welcome and Roll Call / Attendance: House Corporation President
	1. *The house corporation president should give short welcoming remarks and then ask each member of the house corporation to briefly introduce themselves.*
	2. *The house corporation president should introduce any special guests (for instance, the Fraternity / Sorority Advisor, campaign consultant, General Fraternity representatives).*
2. Review of the agenda & important decisions for the meeting: House Corporation President
3. Affirmation of quorum: House Corporation Secretary
	1. *If the board is making decisions that require a certain number of board members, affirm that you have the right number of people to conduct your business.*
4. Approval of minutes from prior meeting: House Corporation Secretary
	1. *Minutes from meetings, including notes from conference calls, should always be reviewed, approved by the board, and stored in a shared drive.*
5. Chapter Update: Chapter President
	1. *The chapter president should give a short (2 - 3 minutes) update on the undergraduate chapter.*
6. Advisory Board Update: Chapter Counselor
	1. *The chapter counselor may want to give an update on the work of the advisory board, including any new advisors or changes to roles.*
7. Alumni Relations Update: Alumni Relations Committee Chair
	1. Review of upcoming events and communication.
8. Financial Update: House Corporation Treasurer
	1. Review of current financials
		1. *The treasurer should present the current balance sheet and income statement, do a high-level walk-through, and answer any questions.*
	2. Other business
		1. *This could include an update about cash flow, next billing cycle, a proposal to adjust room and board rates for the next year, or anything related to the lease cycle. The treasurer should maintain a rolling calendar of what decisions or activities happen during each month of the year (e.g., the fall bills go out in July, leases are signed in October).*
9. Fundraising / Campaign Cabinet Update: Campaign Chair
	1. *If your house corporation is fundraising, a campaign update should be on the agenda.*
10. Update on property management and maintenance: Property Manager or House Manager
	1. Review of projects completed this quarter
	2. Review of projects scheduled for coming quarter
11. Governance: House Corporation President
	1. *Major decisions about governance are typically handled at the annual meeting but there may be a need for a bylaws change or a new officer appointment during a regular meeting.*
12. New Business
	1. *Ideally, any new business or discussion items were submitted to the house corporation president in advance of the meeting.*
13. Upcoming Meetings and Calls
	1. *A review of dates for future conference calls and meetings.*
14. Review of action items and to-do list: House Corporation Secretary
	1. *It’s a good idea at the end of any meeting to review the next steps and action items, including who owns each item and a timeline for completion.*
15. Adjourn