

Board Meeting Evaluation

	Yes	No	Suggestions for improvement
1. The agenda was clear, supported by the necessary documents, and circulated prior to the meeting.			
2. The meeting mainly focused on issues important to the future of the organization rather than on recounting the past.			
3. Reports were clear and contained needed information.			
4. All board members were prepared to discuss materials sent in advance			
5. A diversity of opinions was expressed and issues were dealt with in a respectful manner.			
6. The chair guided the meeting effectively and members participated responsibly.			
7. Next steps were identified and responsibility assigned.			
8. All board members were present.			
9. The meeting began and ended on time.			
10. The meeting room was conducive to work.			
11. We avoided getting into administrative/management details.			