

**[ASSOCIATION NAME]**  
Board of Directors Meeting  
**[DATE]**

***[TYPICAL AGENDA]***

1. Call to Order
2. Review/Approve Prior Minutes
3. President's Report
4. Treasurer's Report
5. Committee Reports (if any)
6. Old Business
7. New Business
8. Owner Participation
9. Executive Session
10. Adjournment

BILLINGS LAW FIRM, PLLC

**[ASSOCIATION NAME]**

Board of Directors Meeting

**[DATE]**

***[UPSIDE-DOWN AGENDA]***

1. Call to Order
2. Old Business (Follow-up/action items from last agenda)
3. New Business
4. Owner Participation
5. Executive Session
6. President's Report
7. Treasurer's Report
8. Committee Reports (if any)
9. Review/Approve Prior Minutes
10. Ratify Email Decisions
11. Summarize all Follow-Up/Action Items from Meeting
12. Adjournment

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