LCBA Board Agenda

Date of Meeting

Location of that month's meeting (which can be held offsite to LCBA)

I. **12:00 Noon- Call to Order, Welcome and Meeting Overview**
   - **a.** At the start of Every meeting the Chair will call the meeting to order, and at their discretion give an overview of the relevant topics that will be addressed at the meeting. During the January meeting each year there will be a welcoming of new board members in this section and the handing over of the gavel to the new Board Chair.

II. **Consent Agenda Approval**
   - **a.** Each month there is a consent agenda that will be approved in this section of the meeting. The related items for approval will included in the board packet sent out to board members the Friday before the meeting and typically include the prior month's financial reports (Confidential and Proprietary to members of the LCBA Board) and the last month's minutes. From time to time there may be multiple months of minutes or Financials for board review. It is contingent upon the board member to have reviewed these documents prior to the meeting.

III. **Executive Report –**
   - **a.** This section of the meeting is largely for information and discussion between the Board of Directors, Staff and attending Community Partners. Typically this portion of the meeting is divided into four separate areas:
     - i. **Project Updates**
       - **1.** Presented by the CEO and Vice President of Economic Development, this report covers the projects that are being actively pursued by the organization. Due to the sensitive and sometimes confidential nature of the business recruitment, often these are referred to by code names until the time they become public. The report will include information on each project as it moves from recruitment action through the grant process if necessary, and conclude with construction information on the project.
     - ii. **Staff Activity and Staffing Report**
       - 1. Staff will provide updates on activities engaged in for the betterment of the organization. These include welcoming new staff members to upcoming transitions in staff. Also, during this portion of the report staff will discuss initiatives they are engaged in to support the mission of the organization. Any issues that seem to be trends in membership will also be brought before the board for discussion.

iii. **Upcoming Board Engagement and Talking Points**

1. If there are events and/or initiatives that could use the support of the board they will be discussed during this portion of the meeting. Any associated talking points to support the effort will be disseminated and discussed here.

iv. **Community Partner Reports**

1. LCBA has a number of organizations, the City and County Governments, the University of Wyoming, LCCC, and various state partnerships. During this portion of the meeting any Community Partner in attendance is given the opportunity to present an update to the Board of Directors.

IV. Finance Committee –

- **a.** The Finance Committee Chair will provide a recap of their meeting
- **b.** Any initiatives requiring Board action will be presented for motions and votes.

V. Properties Committee-

- **a.** This committee, which is a Board Committee, will present to the board on topics relative to the property portfolio of the organization.
- **b.** Any initiatives requiring board action will be presented for motions and votes.

VI. BR&E Committee –

- **a.** Staff and/or the chair of the committee will provide a report on the committees activities.

VII. Networking and Events (Red Carpet Committee) –

- **a.** Staff and/or the chair of the committee will provide a report on the committees activities.

VIII. Infrastructure and Advancement (including CDLC) –

- **a.** Staff and/or the chair of the committee will provide a report on the committees activities.

IX. Executive Session (If Needed)

- **a.** Any items that are confidential or need to be discussed without the community partners in the room.
- **b.** The chair can elect to move a topic or the entire board meeting into executive session either at their discretion of the suggestion of another board member or the CEO.

X. Next Board Meeting, Events and Adjournment

- **a.** At the bottom of each agenda staff prepare a list of upcoming events to be added to your calendar so you are able to forecast upcoming opportunities to support your role on the Board of Directors.