| **Standard** | **Board Meeting Minutes/Description:** | **Reference Pages** |
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| **1.3** | Reflecting customer satisfaction analysis and report provided to the board. |  |
| **2.4** | Clearly showing which members are present and not present, along with the start and end time of each meeting. |  |
| **3.1** | Confirming the date the CNA report was issued. |  |
| **3.5** | Action item to accept the CNA clearly delineated stating the board accepted the completed CNA with motion and vote noted. |  |
| **4.1** | Showing the board reviewed and approved the mission statement and any applicable changes |  |
| **4.4** | Showing the success of the services or strategies included in the community action plan |  |
| **4.5** | Showing that the succession plan was approved by the board through a vote. |  |
| **4.6** | Showing the date reported of the organization-wide risk assessment |  |
| **5.3** | Showing the date of bylaw review and date reported |  |
| **5.5** | Indicating all members present and absent and stating that “a quorum has been met or not” |  |
| **5.8** | Which include a list of the training topics covered (duties and responsibilities) documenting that training occurred with the names of those attending |  |
| **5.9** | All regularly held board meetings within the past 12-months that reflect that programmatic reports have been provided and received by the full board |  |
| **6.1** | Reflecting the full *board has formally approved* the strategic plan. |  |
| **6.5** | Reflecting the update to the full board within the past 12 months. |  |
| **7.1** | Stating “an agency review was completed and the attorney reviewed the Personnel Policies” and the board has formally considered and approved the Personnel Policies within the past 5 years. |  |
| **7.4** | Including motion and vote regarding performance appraisal within the current calendar year. |  |
| **7.5** | Including motion and vote regarding compensation for the executive director within the current calendar year |  |
| **7.7** | indicating board approval of the whistleblower policy |  |
| **8.2** | Confirming the agency has reviewed its corrective action plan with the board. Highlighted copies of the official minutes of the meetings of the board indicating the response by management to the audit findings and indicating the board’s acceptance of its corrective action plan(s) or indicating there were no audit findings. |  |
| **8.3** | Stating “the audit was presented to the board by (insert the name of the auditor)” |  |
| **8.4** | Stating “the board received and accepted the audit” including the vote. |  |
| **8.7** | Stating “Board members were provided with a copy of the financial presentation that reviews organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position” |  |
| **8.9** | Stating “the board approved the organization-wide budget that covered all programs” and provides an overall financial picture. |  |
| **8.10** | Reflecting review of packet or presentation to the board including revised fiscal policies |  |
| **8.11** | Reflecting review of the procurement policy by the board (must be completed in the past 5 years) |  |
| **9.3** | Reflecting a presentation of and analysis of the Strategic Plan and Community Action Plan outcome goals/targets followed by board review and action using language that a decision “to modify or not modify” was made. Any adjustments or changes (or no changes) must reflect a motion or resolution with vote results. |  |