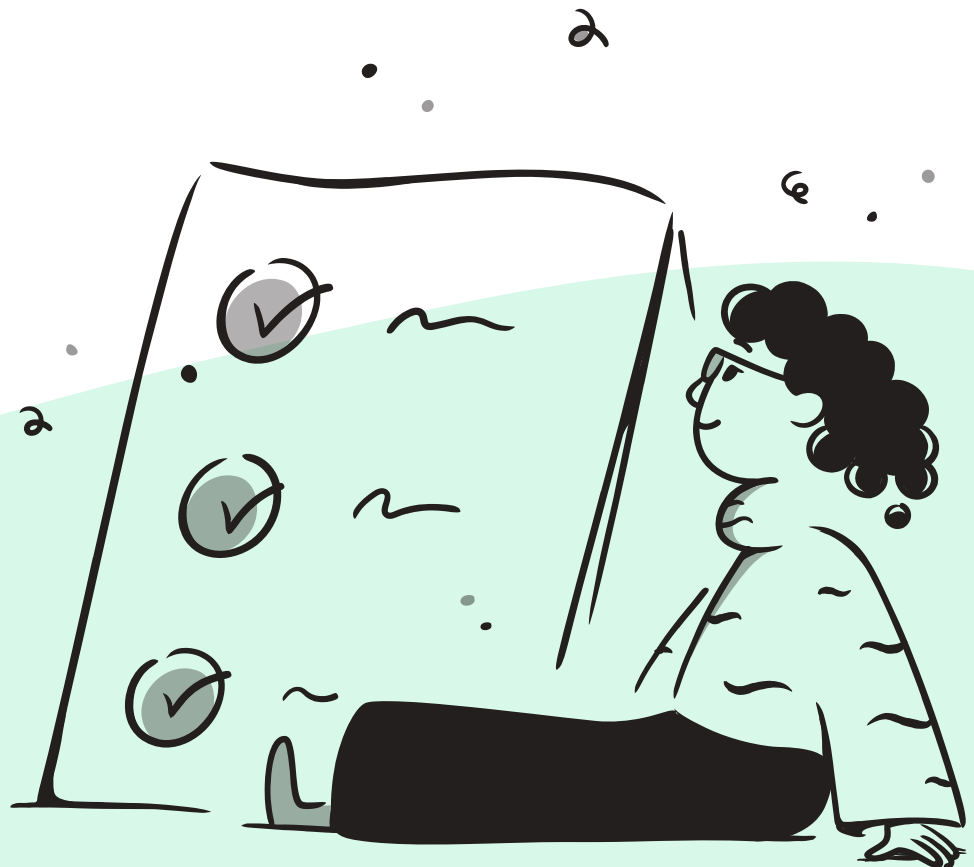**Boardable**

Mid-Year Board Meeting Checklist

This list is a comprehensive look at what our customers at Boardable have deemed important to discuss at your mid-year Board Meeting! While not all of these topics may be relevant to you or could even be a repeat of what you already know, use this list to ensure nothing is forgotten about as summer kicks into full gear.

Boardable

1 STRATEGIC & OPERATIONAL UPDATES

☐ **Progress Snapshot**
Summarize how key goals or strategic plan initiatives are tracking.

☐ **Program Wins**
Share one or two mission-driven success stories.

☐ **Keeping Everyone on Track**
Use the Agenda Builder to attach reports or presentation slides directly.

2 FINANCIAL OVERVIEW

☐ **Mid-Year Budget vs. Actuals**
Present concise financials with variance notes.

☐ **Forecast & Adjustments**
Highlight any projected shortfalls or surplus and needed changes.

☐ **Ensure Access to Needed Reports**
Upload financial reports to the Document Center in Boardable for secure board access ahead of time.

3 BOARD ENGAGEMENT & GOVERNANCE

☐ **Participation Check-In**
Quickly note meeting attendance or committee involvement trends.

☐ **Board Needs**
Identify any recruitment gaps or needed board skills.

☐ **Tracking and Organization**
Plan to track attendance and organize committees using Groups and Meeting Invite Acceptance in Boardable.

4 STRATEGIC DISCUSSION

☐ **One Big Question**
Pose 1–2 forward-looking questions that support your end of year needs (e.g. funding, growth, risks).

☐ **Board Input Needed**
Identify a topic where feedback or expertise is essential.

☐ **Get Answers Early**
Use Discussions for pre-meeting input or asynchronous engagement.

5 KEY ASKS OF THE BOARD

☐ **Fundraising Support**
Remind members of their annual contribution or introduce donor engagement needs.

☐ **Committee Involvement**
Invite new participation where needed.

☐ **Follow-Ups**
Assign follow-up tasks with Action Items and monitor progress.

6 MEETING LOGISTICS

☐ **Prep & Materials**
Share the agenda and all documents at least 1 week ahead.

☐ **Tech Check**
Confirm Zoom/AV setup if hybrid.

☐ **All-In-One-Solution**
Host your board packet, agenda, and meeting link all in one place for easy access.