**Sample Board Meeting Agenda with Framing Questions**

*Date*

*Time*

*Location*

**AGENDA**

**Tab 1**

*Agenda*

12:00–12:30 p.m. **Lunch and Invocation**

12:30 p.m. **Call to Order**………………………………………*Board Chair*

12:30–12:45 p.m. **Chair’s Welcome and Meeting Overview**…….*Board Chair*

**Tab 2**

12:45–1:00 p.m. **Consent Agenda[[1]](#footnote-1)**…………………………………*Board Chair* **Action**

* Board minutes
* Committee minutes
* Regulatory approvals

**Tab 3**

1:00–1:30 p.m. **CEO’s Report and Discussion**…………………*CEO* **Discussion**

Discussion Question:

* What, if anything, in the written CEO report do you think the board needs to discuss further at this meeting?

1:30–1:45 p.m. **Break**

**Tab 4**

1:45–2:15 p.m. **Deep Dive Quality Report and Discussion[[2]](#footnote-2) Discussion**

* Quality (if needed)………………………...*CMO*

Discussion Questions:

* What should be the 5–7 key quality metrics that will be tracked and reported on for each entity in the system?
* What 1 or 2 quality-related issues seem to need additional focus across the system (e.g., the poor read?)

**Tab 5**

2:15–3:00 p.m. **Requested Board Actions or Significant Information Items[[3]](#footnote-3) Action or**

* Significant standing items throughout the year **Information**
* Significant transactions
* Significant information items
* “Asks” from committees or subsidiaries

Discussion Question:

* What concerns, if any, do you have about the proposed acquisition of ABC Hospital?

**Tab 6**

3:00–3:30 p.m. **External or Internal Education Session** *……..TBD*  **Information**

Discussion Question:

* What are the implications of this educational information for our board or committees?

**Tab 7**

3:30–4:30 p.m. **Strategic Topic Discussion** *Board Chair* **Discussion**

Discussion Question:

* What do you need further information about so that at the next board meeting, you will be comfortable voting on this strategic issue?

**Tab 8**

4:30–5:00 p.m. **Meeting Evaluation** *Board Chair* **Discussion**

**Executive Session (If Needed)**

**Adjournment** *Board Chair*

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| **Next Meetings:**  **(Dates and Locations)** |

1. Items requiring health system board approval but not anticipated to require board discussion. [↑](#footnote-ref-1)
2. Brief, concise presentations based on dashboard and materials provided prior to the meeting. [↑](#footnote-ref-2)
3. Items to be covered based on “need” as decided by CEO and Board Chair. [↑](#footnote-ref-3)