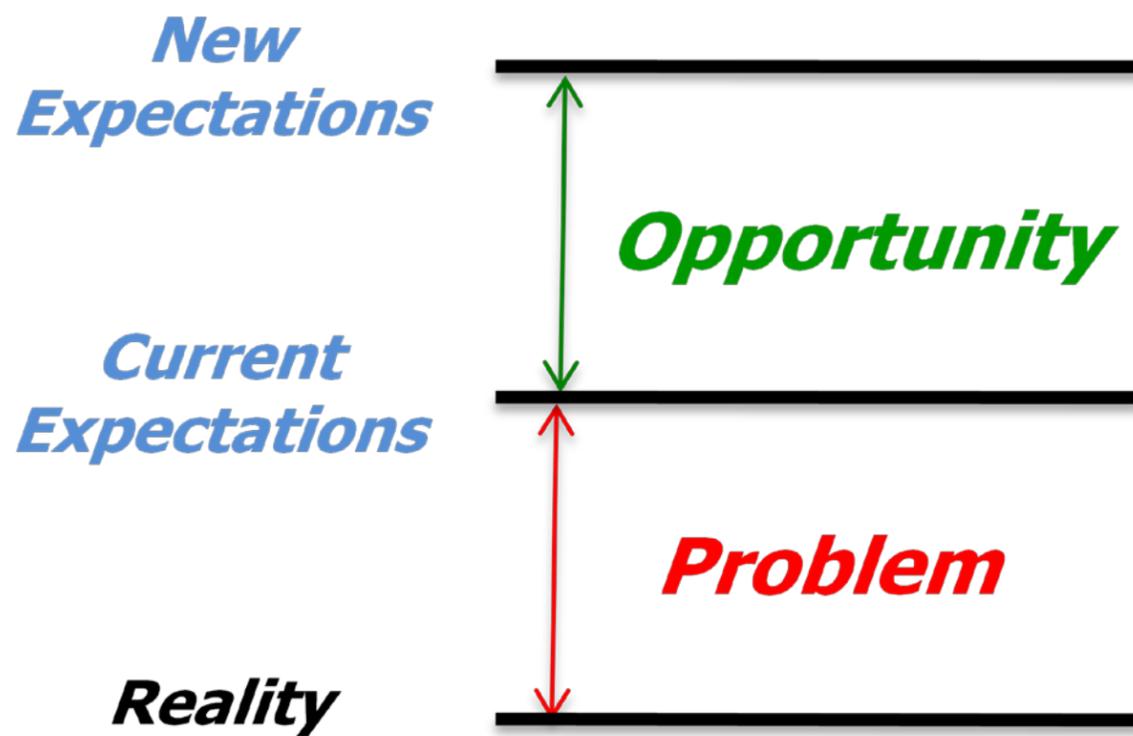


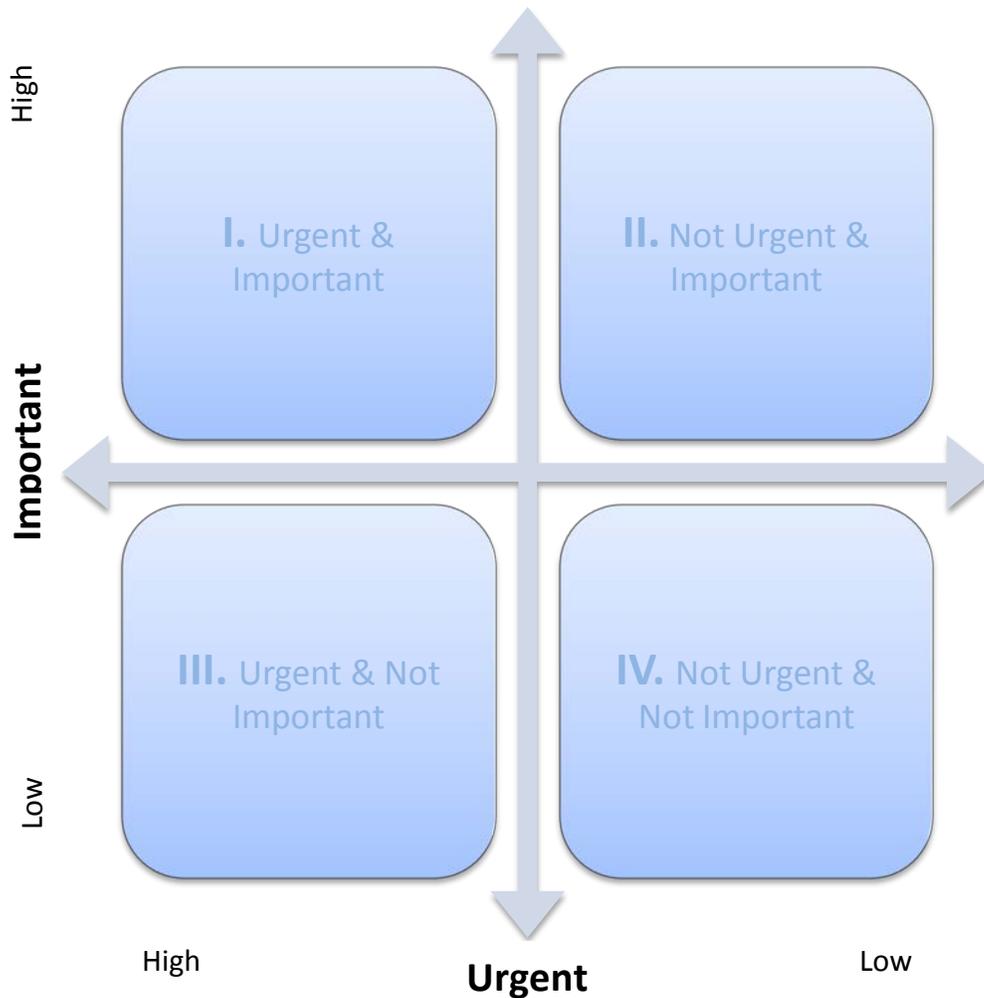
Prioritizing Board Discussion Topics

Suggested Framework for Prioritizing



Priority depends on Importance (as defined by the impact on stakeholders) and Timing (Urgent/Not-Urgent) of Gap.

	Urgent	Not Urgent
Important	Q1: Urgent / Important <i>(i.e.: fire, car accident)</i>	Q2: Not Urgent / Important <i>(i.e.: planning, training)</i>
Not Important	Q3: Urgent / Not Important <i>(interruptions that can wait, i.e.: phone, text, meetings)</i>	Q4: Not Urgent / Not Important <i>(i.e.: junk mail, surfing the web, listening to gossip)</i>



Write the letter associated with each issue below in the quadrant where you feel it belongs.

- (A) Admin Committee Role/Responsibility
- (B) Member Communications Plan
- (C) Stakeholder Relationship
- (D) Trustee Education
- (E) Board Meeting Format
- (F) Exec Director Role/Responsibility