

# **61<sup>st</sup> ADFIAP BOARD OF DIRECTORS MEETING**

**Sheraton Fiji Resort  
Nadi, Fiji**

## **A G E N D A**

**FIRST SESSION: 9:00 a.m., May 10, 2005**

1. Call to Order and Brief Remarks by the Chairman
2. Presentation on ADFIAP's 5-year Strategic Plan by the Secretary General
3. Presentation/Workshop on Association Governance for Non-Profit Organizations by Dr. John D. Sullivan, CIPE Executive Director
4. Lunch Break
5. Discussion/Brainstorming on Ideas and Initiatives for ADFIAP to Implement
6. Wrap-up/Adjournment

## NOTES FOR THE BOARD'S FIRST SESSION

### 1. Rationale

After the strategic planning Board retreat in Almaty, Kazakhstan in May 2004, there is need to follow this process through by convening another Board retreat in Fiji in May. This will provide for a continuing discussion on the Board's leadership role in the fulfillment of the directions set forth in the ADFIAP 5-year Strategic Plan.

### 2. Objectives

The objectives of the Fiji Board retreat are:

- a) to familiarize the Board on governance issues and trends of non-profit organizations in other countries, particularly those in the U.S. and relate these in context of ADFIAP;
- b) to generate ideas and put into place initiatives that are relevant and beneficial to ADFIAP.

### 3. Content, Methodology & Duration

It is envisioned that 4-hour session will cover presentations, experience-sharing and brainstorming.

### 4. Resource Person

CIPE's Executive Director, Dr. John D. Sullivan, has again accepted to facilitate the session and share his broad experience in association governance.

### 5. Readings/Reference Materials

- The ADFIAP Board of Directors Manual
- The Strategic Plan (2005-2009)
- Other materials by Dr. Sullivan

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## A G E N D A

**SECOND SESSION: 9:00 a.m., May 11, 2005**

1. Call to Order and Brief Remarks by the Chairman
2. Approval of the Minutes of the 60<sup>th</sup> Board of Directors Meeting held on August 9, 2004 at the Headquarters of Bank Industri & Teknologi Malaysia Berhad in Kuala Lumpur, Malaysia
3. Secretary General's Report

**Part I: ROUTINE** – Matters for information/update of the Board, i.e., those approved earlier by the Board and are reported as a standard operating procedure.

**Part II: CONSENT** – Matters for approval by the Board, i.e., those requiring Board action to implement in the short term.

**Part III: STRATEGIC** – Matters for approval by the Board, i.e., those with long-term impact to the Association.

4. Election of Vice Chairman
5. Other Matters