

Human Program Foundation

Board of Directors Meeting Agenda

Date: 2 February 2026

Time: 2:30p MT

Location: Zoom link:

<https://us06web.zoom.us/j/81706777143?pwd=bkJy9jXPRyQn2fJbcdQ8DkgUHOsn6Q.1>

Meeting Type: Initial Board Meeting

1. Call to Order

- Call to Order by Acting Chair / Board Member
- Welcome and Introductions

2. Roll Call / Establish Quorum

- Roll call of directors present
- Confirm quorum met

3. Review of Meeting Notice and Compliance Statement

- Confirm meeting was properly noticed in accordance with applicable requirements
- Confirm meeting materials were made available appropriately

4. Approval of Agenda (Vote)

Motion: Approve meeting agenda as presented (or amended).

5. Election of Board Officers (Vote)

- Chair
- Secretary
- Treasurer

6. Approval / Adoption of Board Bylaws (Vote)

- Review proposed bylaws (high-level or section-by-section)
- Confirm officer roles, committee structure, voting rules, meeting requirements, terms, vacancies, etc.

Motion: Adopt Board Bylaws as presented (or amended).

7. Conflict of Interest Policy (Vote)

- Review and discussion
- Confirm annual disclosure process

Motion: Adopt Conflict of Interest Policy.

8. Whistleblower Policy (Vote)

- Review and discussion
- Confirm reporting procedures and protections

Motion: Adopt Whistleblower Policy.

9. Approval of Initial Budget (Vote)

- Review proposed initial budget for FY [year]
- Confirm key assumptions (enrollment, staffing, facilities, startup costs)

Motion: Approve the initial budget for FY [year] as presented (or amended).

10. Approval of Records Retention Policy (Vote)

- Review and discussion
- Confirm retention process

Motion: Adopt Records Retention Policy.

11. Discuss Additional Required/Recommended Governance Items (as needed)

- Code of Ethics / Board Conduct Expectations
- Open meeting/public participation guidelines (if applicable)
- Financial controls and authorization thresholds

12. Public Comment - 10min

- Public comment rules and time limits
- Limit 2min per individual

13. Next Meeting Date & Adjournment (Vote)

- Confirm next meeting date/time/location
- Motion: Adjourn