

Date:

To: [Board of Directors]

From:

Staff Liaison

I. BOARD ACTION REQUESTED

II. MOTION(S)/ACTIONS TAKEN

a. Motions

b. Actions Taken

III. QUESTIONS FOR THE BOARD

[Insert questions from you or the committees you represent here that require board response. This is not the same as Section I above.]

IV. SUMMARY OF COMMITTEE REPORTS

[Please summarize the reports from your committees.]