

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 regions you represent here that require board response. This is not the same as Section I above.]

IV. REGIONAL ISSUES(S)

[The purpose of this section is to identify trends or patterns you've identified in your regions; here you can provide information or ask for guidance.]

V. SUMMARY OF SECTION REPORTS

[Please summarize the reports from your Sections.]

VI. SUMMARY OF COMMITTEE REPORTS
[Please summarize the reports from any Committees you Chair]

VII. SUMMARY OF ACTIVITIES