Insert Committee Name Here

|  |  |
| --- | --- |
| Date of Committee Meeting:  |  |
| ❒ Board Action Required | ❒ Information Only |
| **Focus of Committee Meeting:**1. *Insert name of most important topic/issue discussed here*
2. *Name other important topics in order of importance*
3. *Name other important topics in order of importance*

Recommend fewest number required to provide board w/ understanding of the key issues committee is discussing |
| **Most Important Themes from Recent Meeting** (to be determined at end of the meeting by chair/committee members)1. *Insert theme from discussion of greatest importance for board’s awareness here*
2. *Insert other key themes here*

Recommend fewest number required to provide board w/ understanding of the key takeaways from recent meeting |
| **Recommendation(s) from Committee that Require Board Action:***If action is required of the board, clearly state the committee’s recommendation here* |
| **Advantages of Recommended Approach*** List no more than 2–3 key advantages or supporting reasons compared to status quo or other options
* Other
* Other
 | **Risks/Disadvantages of Recommended Approach*** List no more than 3 potential risks or disadvantages, if any, compared to status quo or other options
* Other
* Other
 |
| **Next Meeting** (Insert Date, Time, Location) |
| **Expected Focus of the Next Meeting**1. *Insert Objective #1*
2. *Insert Objective #2*
3. *Insert Objective #3*
4. *Insert Objective #4*

Insert fewest number required to provide board w/ understanding  |