Insert Committee Name Here

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| 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 | | |