Committee: Date Submitted:

Prepared by: Presented by:

**Primary purpose of this item at this time:**

☐ Committee report for board; no action required (will complete ppt as well)

☐ Update on past item/project for board; no action required

☐ Update on current item/project for board; no action required

☐ Update/information on future trend for board; no action required

☐ Business issue requiring discussion (brainstorming, ideas, suggestions)

☐ Business issue requiring action (issues with fiscal/operational impact requiring a vote)

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| Agenda Item Title |
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| Summary/Overview |
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| Estimated Time Allotment for Meeting |
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| Expectation/Request of Executive Board at Meeting |
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| Other/Special Notes |
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Thank you!