

Agenda Item Summary

Date of Meeting: December 6, 2017

Presenter: TBD

Agenda Item: Item no.
Information item for the Board

Purpose of item:¹ Board Education

Executive Summary²: [NTD: Include from the draft note]

**Significant Issues, Risks
and Opportunities:**³

Materials⁴:

¹ State the purpose of the agenda item: a) Education for a strategic issue, b) soliciting Feedback, or c) a Decision/Recommendation item.

² Provide concise summary of issue, identifying why the item is important to the Board, with distilled analysis, and Management's recommendation.

³ Provide concise description of significant issues, risks and opportunities.

⁴ Materials (memo, slides, and reports) are to be concise, providing brief analysis of salient points, risks/opportunities, and Management's recommendations. If detailed report/ background information is necessary, it should be provided in an appendix with specific direction to key sections.