

Agenda Item Summary

Date of Meeting:

Presenter:

Agenda Item:

Use Agenda Item Name and not Item No

[Is it a proposed “Consent item” - either an information item, or decision item not requiring discussion]

[Advise if the same material is utilized for the Committees and/or Board. If it is substantially the same identify the differences.]

Purpose of item:¹

[Is it Board Education, soliciting Feedback, or Decision/ Recommendation for Approval to Board]

Executive Summary²:

**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.