Executive Summary / Issue Report

This one-page memo is provided to Trustees, to summarize board meeting documents that are more than three (five?) pages in length. The header should include on of the three actions to be taken by the Board as noted in the header above.

**Issue:** A succinct one to two sentence brief that states the problem, the topic to be discussed or the terms of reference. The *Issue* may be used to formulate a future motion on the decision; therefore this section may contain the question to be considered by the board.

**Background / Method of Analysis:** A brief paragraph that refreshes the reader’s mind on the situation. This may contain information on research or a summary of key findings.

**Current Situation:** One to three short paragraphs that summarize possible solutions, the outcome of research, areas for consideration and pros and cons of options being considered.

**Recommendation(s):** In one to three sentences a non-binding recommendation may be offered by the writer. This area may also be used to formulate a future motion.

**Submitted by:** The author, committee or group.