



Board of Trustees

Select meeting from dropdown menu → **Full Board Meeting**

Put date of meeting in box → **September 12, 2024**

Memo Title

← The Memo Title should be a short title of the agenda item.

Recommended Action:

Motion: Approval, Update

← The recommended action should be the full motion the board will vote on. Example: Approve the updated Board of Trustees memorandum template as presented.

Background Information:

Insert Text Here

← Brief history, pro/cons, concerns, etc.

Implementation Plan:

Insert Text Here

← Timeline and plan

Fiscal Implications:

Insert Text Here

← Funding needs and source

Relevant Authority:

Insert Text Here

← Cite the relevant statutes, BOG regulations, and UWF regulations and policies.

Supports Strategic Direction(s):

Insert Text Here

← List the Strategic Direction(s) this item supports.

Supporting Documents:

1. List in the order they should be attached to the agenda.
2. Text

← List in the order they should appear on the agenda.

Titles of documents should match this listing and docs should be ADA ready.

Prepared by:

Name, Title, Department, Email

← List the person or persons that prepared the agenda item.

Presenter:

Name, Title

← List the person the Chair will call on to present to the board.