

Board of TrusteesSelect 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:** ← The recommended action should be the full motion the board will vote on. Example: Approve the updated Board of Trustees memorandum template as presented.
Motion: Approval, Update**Background Information:** ← Brief history, pro/cons, concerns, etc.
Insert Text Here**Implementation Plan:** ← Timeline and plan
Insert Text Here**Fiscal Implications:** ← Funding needs and source
Insert Text Here**Relevant Authority:** ← Cite the relevant statutes, BOG regulations, and UWF regulations and policies.
Insert Text Here**Supports Strategic Direction(s):** ← List the Strategic Direction(s) this item supports.
Insert Text Here**Supporting Documents:** ← List in the order they should appear on the agenda.
1. List in the order they should be attached to the agenda.
2. Text**Prepared by:** ← List the person or persons that prepared the agenda item.
Name, Title, Department, Email**Presenter:** ← List the person the Chair will call on to present to the board.
Name, Title