



Agenda Action Report

(Presenters please replace the highlighted text with appropriate/corresponding information)

MEETING	(Which meeting is this for)
ITEM	<u>(Agenda Item)</u>
ACTION REQUESTED:	Report or Action Item
PRESENTED BY:	Who will be presenting the information.
Recommendation:	What, who, how.
Motion:	Please provide potential language for the motion you would like considered.
Synopsis:	Why is this needed? Please be detailed in this with examples.
Attachment:	List related documents