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| AGENDA ITEM: | [Insert the name of agenda item] |
| PROPONENT: | [Insert name of person seeking Board approval] |
| DATE: | [Insert date of Board meeting] |
| SUBSIDIARY COMPANIES AFFECTED: | [Insert details of any subsidiary entities involved in the subject matter of the paper] |
| OUTCOMES REQUIRED: | Approval  Information  Subsidiary Funding |

1. Purpose of Paper

[Insert a two line overview of the subject matter of this paper]

1. Draft Minute

[Insert the text of the Board / Committee resolution which will be included in the approved minutes [if applicable]]

1. Background

[Insert brief background/context to the subject matter of the paper]

1. Key Considerations
   1. [Insert sub-heading level one]
      1. [Insert sub-heading level two];
      2. [Insert sub-heading level two]; and
      3. [Insert sub-heading level two].
   2. [Insert sub-heading level one]
      1. [Insert sub-heading level two]; and
      2. [Insert sub-heading level two].
2. Recommendation

[Insert succinct summary of Proponent’s recommendation to the Board where applicable]