**TO:** WSBA Board of Governors

**CC:** Terra Nevitt, Executive Director

**FROM:** [NAME, TITLE]

**DATE:** [MONTH, DD, YYYY]

**RE:** [TOPIC]

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| --- |
| **[ACTION/DISCUSSION/FIRST READ/SECOND READ]**: [BRIEF DESCRIPTION OF TOPIC OR ACTION REQUESTED] |

Summarize the problem and the proposed solution in the first paragraph(s).

*What is the problem we are trying to solve?*

*How is the solution expected to solve the problem?*

*What does success look like and how will we measure it?*

*What are the suggested next steps?*

Background

Provide the procedural background as well as any supporting data or information in this section. Describe the proposing entity and any relevant policies, procedures, rules or court orders that impact this decision or grant authority to take action.

*Has the request come to the Board before? If so, what has been done since then? How has the proposal changed?*

*Has WSBA ever taken a position on this issue/had a program to address this? What was it? Has anything changed since then?*

*How did you learn about the problem? What data or information supports the existence of a problem?*

*What steps have been taken to arrive at the proposed solution? Were any alternative solutions considered and why were they rejected?*

*Have you considered the issue through an equity lens? How has that informed you understanding of the problem and/or the proposed solution?*

*Any barriers to the proposed solution? How will they be addressed?*

Stakeholder Input

*Summarize the outreach to and response from stakeholders in this section.*

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

Attachments

*List any attachments here.*