Editorial Board Meeting

Date

Agenda Item Number:

XX

Agenda Item Title:

Select this text and type the title of your item here.

Department:

Select this text and enter your department name here.

Subject:

Select this text and describe the subject of the item here.

# Problem Statement:

Select this text and enter your problem statement here.

# History:

Select this text and enter a history of this problem here. If this is a completely new issue, delete this text.

# Board Options:

Select this text and enter possible board decisions here.

# Staff Recommendation:

Select this text and give your recommendation here.

# Analysis:

Select this text and give your complete analysis of the problem here. Include details, budget, research, and all relevant information.

## Subheadings