**Editorial Board Meeting**

**Agenda Item Number:**

**XX**

**Agenda Item Title:**

Select this text and type the name 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**