

Board Procedural Update on Strategic Planning

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name / Position]

Subject: Update on Strategic Planning Process

Dear Board Members,

I hope this message finds you well. As we continue to move forward with our strategic planning process, I would like to provide you with an update on the recent developments and steps taken.

1. Current Status

As of today, we have completed the preliminary phase including stakeholder consultations and data collection. This has allowed us to identify key areas of focus for our strategic initiatives.

2. Upcoming Meetings

We have scheduled a series of meetings to discuss the findings and brainstorm potential strategies. The next meeting will be held on [Insert Date & Time], where we will review the collected data and begin drafting our strategic goals.

3. Action Items

Please review the attached documents prior to the upcoming meeting. I encourage you to provide your insights and prepare to discuss your visions for our strategic direction.

Thank you for your commitment to our organization's future. I look forward to our discussions and working together to establish a robust strategic plan.

Sincerely,

[Your Name]

[Your Position]