

# Action Item Highlights from Board Meeting

Date: [Date of Meeting]

Location: [Location of Meeting]

## Attendees:

- [Name 1]
- [Name 2]
- [Name 3]
- [Name 4]

## Action Items:

1. **Action Item 1:** [Description of action item]  
**Responsible Party:** [Name]  
**Due Date:** [Due Date]
2. **Action Item 2:** [Description of action item]  
**Responsible Party:** [Name]  
**Due Date:** [Due Date]
3. **Action Item 3:** [Description of action item]  
**Responsible Party:** [Name]  
**Due Date:** [Due Date]

## Next Steps:

[Brief summary of next steps to be taken]

## Next Meeting:

Date: [Next Meeting Date]

Location: [Next Meeting Location]