

Board Action Outcome Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Outcome of Board Action

Summary of Action:

The Board of Directors met on [Insert Meeting Date] to discuss [Insert Purpose of Meeting]. The following actions were taken:

Action Items:

- Action Item 1: [Description of action taken]
- Action Item 2: [Description of action taken]
- Action Item 3: [Description of action taken]

Voting Results:

The voting on the above actions resulted in the following:

- Action Item 1: [Votes for, against, abstained]
- Action Item 2: [Votes for, against, abstained]
- Action Item 3: [Votes for, against, abstained]

Next Steps:

As a result of the board's action, the following next steps will be taken:

- Next Step 1: [Description]
- Next Step 2: [Description]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]