

Board Decision Summary

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Board Name]

Subject: Summary of Board Decisions

Decisions Made:

- **Decision 1:** [Brief description of the decision]
- **Decision 2:** [Brief description of the decision]
- **Decision 3:** [Brief description of the decision]

Action Items:

- [Action Item 1 - Responsible Person]
- [Action Item 2 - Responsible Person]

Thank you for your attention to these matters.

Sincerely,

[Your Name]
[Your Position]