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| **BAA xxxxxxxxxxxxx Report** | | **Date:** |
| **Name of Board Director:** |  | |
| **Events/committees attended as part of portfolio since last report:** | Any committees/meetings attended as part of board portfolio since last board report. | |
| **Any feedback to Board from committees:** | Any feedback to Board from committees/meetings attended since last board report | |
| **Action log updated:** | Date action log updated | |
| **Current issues and recommendations (not captured on action log):** | Add any items here for discussion at board meeting (with briefing paper) as well as any items to be added to action log   * **AGENDA ITEM: See attached briefing paper for discussion.** * **To be added to action log for accreditation portfolio.** | |
| **Next steps, activities and priorities before next board meeting:** | List any next steps, activities and priorities to be taken before next board meeting | |

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| **Briefing Paper BAA Board meeting (***example***)** | **Date:** |
| *State item here.* | |
| **Background**:  Provide background about the item here. This will help Board Directors prepare for discussion. | |
| **Recommendation to Board:**   * State recommendation here * Recommendation can then be recorded as action point on action log. | |