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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.**
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| **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.
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