**TO:** WSBA Board of Governors

**CC:** Terra Nevitt, Executive Director

**FROM:** [NAME, TITLE]

[NAME, DEPARTMENT DIRECTOR]

**DATE:** [MONTH, DD, YYYY]

**RE:** [TOPIC]

|  |
| --- |
| **[ACTION/DISCUSSION/FIRST READ/SECOND READ]**: [BRIEF DESCRIPTION OF TOPIC OR ACTION REQUESTED] |

Calibri, Size 11, black font, 1.15 paragraph spacing, justified text.

WSBA RISK ANALYSIS: *This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.*

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

WSBA EQUITY ANALYSIS: *This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

Attachments

*List any attachments here.*