



American Planning Association
California Chapter

Creating Great Communities for All

TO: APA California Chapter Board
FROM: (Name and Title)
DATE: (Board Meeting Date)
SUBJECT: (Short Description of Report or Item)

Recommended Action:

What do you want the Board to do with this report. Give the exact recommendation for the vote. Example:

“Move to approve the draft language changes to the CCAPA Bylaws and direct the Vice President of Administration to prepare an article for the next CalPlanner to begin the process to amend the Bylaws at the next CCAPA Board meeting.

Direct the Vice President of Administration to add to the Conference Manual the requirement that each affiliated group shall appoint a liaison to the Conference Committee.”

Or

“Receive and File”

Background:

In this section please provide background and analysis for the item. For action items you should detail the issue and set out alternatives considered and data to support your recommendation. The data could also be provided in an attachment to the report. For receive and file items, just provide a basic background.

Fiscal Impact:

Is this going to cost us anything and if so is it a budgeted item and if not how much is it going to cost.

Attachments:

Please list any attachment you might have to the report. If none, please state none