

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: [NAME, TITLE]
[NAME, DEPARTMENT DIRECTOR]
DATE: [MONTH, DD, YYYY]
RE: [TOPIC]

IMPORTANT:
Please review the Guide and this Sample
Memo prior to cover memo submission.

[CHOOSE ONE OF: ACTION/DISCUSSION/FIRST READ/SECOND READ]: [INSERT BRIEF DESCRIPTION OF TOPIC OR ACTION REQUESTED]

Summarize the problem and the proposed solution in the first paragraph(s).

- *What is the problem we are trying to solve?*
- *How is the solution expected to solve the problem?*
- *What does success look like and how will we measure it?*
- *What are the suggested next steps?*

Background

Provide the procedural background as well as any supporting data or information in this section. Describe the proposing entity and any relevant policies, procedures, rules or court orders that impact this decision or grant authority to take action. This information will help inform the Risk Analysis.

- *Has the request come to the Board before? If so, what has been done since then? How has the proposal changed?*
- *Has WSBA ever taken a position on this issue/had a program to address this? What was it? Has anything changed since then?*
- *How did you learn about the problem? What data or information supports the existence of a problem?*
- *What steps have been taken to arrive at the proposed solution? Were any alternative solutions considered and why were they rejected?*
- *Have you considered the issue through an equity lens? How has that informed your understanding of the problem and/or the proposed solution?*
- *Any barriers to the proposed solution? How will they be addressed?*

Community Input

Summarize the outreach to and response from community members in this section. This information will inform the Equity Analysis.

- *Who will be most affected by this decision? In particular, consider which groups who are underrepresented or marginalized might be most impacted by this decision (e.g., people with disabilities, people from the LGBTQ community, people of color, women, transgender and non-binary people).*
- *How did you meaningfully involve these groups in your process and decision-making?*

Information for Fiscal Analysis

Provide information to help inform the Fiscal Analysis.

- *Is a similar project or program already in the WSBA budget?*
- *If implemented, what is your estimated budget for the project?*
- *If implemented, will this project require staff time?*
- *Is this a new technology? Have other similar technologies been explored?*
- *If implemented, will this project save the WSBA money?*
- *Would this project bring in any revenue?*

Information for Equity Analysis

Provide information to help inform the Equity Analysis:

- *What factors (institutions, existing policies, social conditions, etc.) associated with this issue might be affecting underrepresented or marginalized individuals or communities differently?*
- *What are some of the root causes of these inequities?*
- *Are there any compounding or intersecting dynamics of multiple social identities that are relevant (e.g., inequities for communities who are from LGBTQ communities of color)?*
- *Based on the data presented, how might the proposed action benefit or harm individuals or communities who are underrepresented or have been historically marginalized?*
- *What information is missing that needs to be gathered?*
- *How will the proposed action increase or decrease equity? Are there any potential unintended consequences?*
- *What strategies or ideas might make the proposed process and outcome more equitable and minimize harm to underrepresented or historically marginalized individuals and communities?*
- *How will the proposed action or process be implemented in a way that has ongoing accountability to communities most impacted? How will you know if you have been successful?*

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.