

(2 blank lines between the date and title of the report)

(2 blank lines)

President's Reception Service Awards

(1 blank line between the title of the report and "Information")

Information

(1 blank line between "Information" and body of the board report)

At the 2009 President's Reception which will be held at Boulder Ridge Country Club...

(2 blank lines between the body of the board report and "Recommendation")

(2 blank lines)

Recommendation

(1 blank line between "Recommendation" and the actual recommendation)

It is recommended that the Board of Trustees approves the...

(2 blank lines between the actual recommendation and the closing signature)

(2 blank lines)

Kathleen Plinske

Interim President