

**SIG MONTHLY MEMO**

Please complete and email this form to the SIG LIASON ([danielfactor@me.com](mailto:danielfactor@me.com)) by **the last week of each month** for placement on the agenda of the next Executive Board & Full Board meeting.

**Today's Date:**

**Name of SIG:**

**SIG Chair:**

**SIG Chair:**

*Update: please include a summary of this month's activities or any new developments since your last SIG Memo or Board presentation*

*Is there anything you need assistance with?*