**Board Memo**

**DATE:** 1/31/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Ignite

**Product Vendor or Grant Issuer**

Matthew Baker

**Product or Grant Name**

Click or tap here to enter text.

**Date/Term (Beginning and End Dates/Year)**

December 2019

**APPLICABLE BOARD POLICY:**

N/A

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

We are requesting a change in a previous rental agreement in Board record. In November 2019, the Board approved a rental facility usage for Matthew Baker on behalf of Children’s Hospital. The agenda item was VII NNN B Memo Facility Use Agreement with Ignite Institute. Mr. Baker used Ignite to shoot a video for Children’s on teen’s mental health. On the rental facility form, Mr. Baker used his home address, he has requested we change that to his business address. We would request that we change the board record and pdf rental agreement to PO Box 176471, Lakeside Park KY 41017.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

0

**Funding Source**

N/A

 **\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

We recommend the Board approve this item to change the address for Matthew Baker in the Nov. 2019 board record.

**CONTACT PERSON: (submitter)**

Bill Hogan/Dr. Michael Poiry