



REPORT DATE:

COMMITTEE:

CHAIRPERSON:

Meeting date:

Meeting time/location:

Meeting attendees:

Meeting summary. *Give a brief summary of what was accomplished during the meeting.*
ONLY INCLUDE IMPORTANT INFORMATION.

Action Items for Chapter. *In order to move forward, what does the committee need the chapter to do? i.e. vote on location, date, etc.*

Recommendations. *What specific recommendations does the committee have to accomplish the tasks? These recommendations should address the items listed in the Action Items for Chapter section above. i.e. if the action item is to decide on a date for an event, what date does the committee recommend?*

