

COMMITTEE/TASK FORCE MEETING RESULTS REPORT

Sub-Committee/Task Force:

Date:

Attending:

A. Progress/Successes Since Last Meeting:

B. New Issues Discussed:

C. Board Action Requested:

D. Items that need to be done by next meeting and persons responsible:

Next Meeting Date: _____ Time: _____ Location: _____

Submitted by: _____

Please submit this report to the Chairperson of your Standing Committee, the President-Elect and the Executive Officer 1 week prior to Board meeting.