

**REPORT**

If you had a recent conference call, please complete the section below. Otherwise summarize the committee's activities.

Present:

Staff:

Guests:

I. BOARD ACTION REQUESTED

II. MOTIONS/ACTIONS TAKEN

a. MOTIONS

b. ACTIONS TAKEN

III. QUESTIONS FOR THE BOARD

[Insert questions you would like to board respond to that will help the committee fulfill its charge.]

IV. DISCUSSION/SUMMARY OF ACTIVITIES

V. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at [INSERT TIME AND TIME ZONE].