

## Monthly Committee Report

Committee \_\_\_\_\_ Date \_\_\_\_\_

Chair \_\_\_\_\_

*Activities* this past month (information on accomplishing goals and specific outcomes):

*Plans* for next month's activities (information on new ideas, and goals relative to committee's objective)

*Needs and Requests* (recommendations/concerns requiring board input. If an item/motion is to be placed on the action agenda, please complete the motion form and submit to Association Executive).