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| Committee: |  | Prepared By: |  |
| Date Submitted: |  | Presented By: |  |

**Please check as many as apply:**

\_\_ Report for Consent Agenda (Committee has a report / updates to be shared during the Board meeting)

\_\_ Business Issues Requiring Discussion/Action (Issues requiring a group decision or with fiscal impact)

**Only applicable to reports submitted for Pre-Conference Board meetings:**

\_\_ Report for Membership Meeting (Committee should be considered for inclusion during the

NACAC/WACAC Membership Meeting presentation)

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| New Insights Since Last Meeting  (Example: analysis of last year’s trends or data). Add bullets as needed. |
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| Long Term Committee Goals  (Example: Raise % of members donating to 15%). Add bullets as needed. |
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| Projects Planned to Reach Goals This Year or Beyond |
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| Progress Toward Projects or Goals (since last meeting). |
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| Committee Members  (list them and any special assigned duties). |
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| Timeline  (first year and second year) |
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| Budget  (Please list any general anticipated or actual additions, savings or updates) |
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| Other/Special Notes |
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