

CAPFAA Council Committee Report

Month and Year of Council Meeting

Committee Name

Committee Chair/Vice Chair/Co-Chairs

Please list the name and institution/organization.

Committee Members

Please list the name and institution/organization.

Consent Agenda

- Needs a vote by Exec Council
- Needs to be discussed by Exec Council
- No Vote / No Discussion (Consent Agenda)
- Unsure...

Formal Report

Please prepare a short qualitative and quantitative review of goals and initiatives planned/achieved for the year. The report should include, but is not limited to dates, audience/expected number of participants, speakers (if appropriate), location, revenue/expenses budget targets, where you will work with other committees or need assistance from the Executive Council.

Committee Expenditures

Please provide all expenses incurred since the committee's last report.

Items for Vote

Submitted By:

Dated: