

# CAPFAA Council Committee Report

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**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:**