



**Standard Alumni Board Committee Meeting Report:**

**Committee:** \_\_\_\_\_

*Purpose of meeting:*

*Date of meeting:*

This meeting was:

☐

by phone

☐

in person

Alumni Board  
members on the call/  
at the meeting:

Agenda Item 1 notes:

**Presenter:** \_\_\_\_\_

Agenda Item 2 notes:

**Presenter:** \_\_\_\_\_

Agenda Item 3 notes:

**Presenter:** \_\_\_\_\_

What's going well?

Issues that should  
be addressed:

Tools/ Resources  
needed and from  
whom?

Next Steps  
(including members  
responsible for...)?

Other Comments?

***Date of Next Meeting:*** \_\_\_\_\_

***\*Secretary- don't forget to send completed notes to your AB Committee Chair, co-chair who oversees your committee and Alumni Manager (Carolyn) within one week of this meeting.***