



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.***