



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?

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Issues that should be addressed:

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Tools/ Resources needed and from whom?

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

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Other Comments?

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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.***