*Template approved: 07/13/20/21*

***Committee Progress Reports are considered DRAFT until accepted by the Executive Board***

*The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.*

*Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.*

**Committee Name:**

**Date of Report:**  **Initial fall progress report**  **Spring progress report**  **Second fall progress report**

**Date submitted:** Click here to enter a date. **Date amended (if applicable):** Click here to enter a date. **Date accepted by Executive Board:** Click here to enter a date.

**Committee Assignment:**  **Council I**  **Council II**  **Council III**  **Executive Board**

**Report Submitted By:**

**Committee Charge(s):**

**Issue # \_\_\_\_\_\_\_\_\_\_\_\_**



**Issue # \_\_\_\_\_\_\_\_\_\_\_\_**



**Committee Work Plan and Timeline:**

**Committee Activities:**

* 1. ***Dates of committee meetings or conference calls:***

* 1. **Overview of committee activities:**

* 1. **Charges completed and the rationale for each specific recommendation:**
  2. **Status of charges still pending and activities yet to be completed:**

**Committee Requested Action for Executive Board:**

***Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.***

***Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.***



**Attachments:**

1. **Content Documents:**
   * + 1. **Committee Member Roster:**  **See changes noted above under “requested action”**  **No changes to previously approved roster** “Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
       2. **Committee Generated Content Documents (OPTIONAL):**  **No draft content documents submitted at this time**

1. **Supporting Attachments (OPTIONAL):**  **Not applicable**