

CFP COMMITTEE CONFERENCE CALL DOCUMENTATION FORM TEMPLATE

Date _____

Recording on: Yes _____ No _____

Reminder of Anti-trust Statement: Yes _____ No _____

Roll Call: _____

Quorum: Yes _____ No _____

Vote on previous conference call's Roll Call and Summation: APPROVE _____ DISAPPROVE _____
(document date and results of email vote, if applicable) APPROVE AS AMENDED _____

Agenda review: Yes _____ No _____

Summation of call proceedings _____

ACTION ITEMS _____

Next conference call _____