

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

- 1.
- 2.

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

- 1.
- 2.

**COMMITTEE WORK PLAN AND TIMELINE:**

**COMMITTEE ACTIVITIES:**

- 1. *Dates of committee meetings or conference calls:*
  
- 2. *Overview of committee activities:*
  
- 3. *Charges COMPLETED and the rationale for each specific recommendation:*
  - a.
  - b.
- 4. *Status of charges still PENDING and activities yet to be completed:*
  - a.

**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.*
  - 1.
  - 2.

**ATTACHMENTS:**

- 1. **Content Documents:**
  - a. **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/](http://www.foodprotect.org/work/)   Committee roster to be submitted as a PDF attachment to this report.
  - b. **Committee Generated Content Documents (OPTIONAL):**    *No draft content documents submitted at this time*
  
- 2. **Supporting Attachments (OPTIONAL):**    *Not applicable*