

Template approved: 04/20/2016

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**COMMITTEE NAME:** Local Arrangements Committee

**DATE OF REPORT:**  Initial fall progress report  Spring progress report  Second fall progress report

Date submitted: 8/6/2019

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:** Troy Huffman

**COMMITTEE CHARGE(S):**

1. Assist with Local Planning for the 2020 Biennial Meeting

**COMMITTEE WORK PLAN AND TIMELINE:**

1. SEE 2020 LOCAL ARRANGEMENTS PLANNING GUIDE

**COMMITTEE ACTIVITIES: Dates of committee meetings or conference calls:**

1. **Overview of committee activities:**

Minutes of the July 15, 2019 Conference Call are attached to this message.

2. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. See Minutes that are attached to this report
- b.

3. **Status of charges still PENDING and activities yet to be completed:**

- a. Planning for the LAC Reception is underway.

**COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:**  No requested action at this time

- 1.

**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

Minutes of the July 15, 2019 LAC Meeting