

ArLA Board Meeting Report Form

(Please Complete This Form So That A Complete Record Can Be Maintained In the Office.)

Date _____ Name _____

Report of (Division/Roundtable/Committee) _____

Agenda Item: Yes ____ No ____ If Yes, Anticipated Time Required _____

Information Only _____ Action _____

Summary of Action to Be Recommended (If Action Required):

Does This Require A Change In Policy/Procedure? Yes ____ No ____

Activities Since Last Report:

Additional Comments:

Please Include Any Justification/Supportive Materials Which Might Help in Board Consideration. Thank You.