

## **ADVISORY BODY ANNUAL REPORT**

Advisory Body Name:	
Advisory Body Meeting Time/Location:	
Chair (during the reporting period):	
Staff Person (during the reporting period):	
Reporting Period:	
I. Activities	(estimated response length: 1/2 page)
Describe the activities for the past year inclu	
collaborations, etc.	
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II. Accomplishments	(estimated response length: 1/2 page)
Describe the accomplishments for the past ye	ar, particularly in reference to your work plan and
objectives.	

III. Attendance/Representation	(estimated response length: 1/4 page)
Describe your membership in terms of seat ve	acancies, diversity, level of participation, and
frequency of achieving a quorum at meetings	J
IV. Training/Certification	(estimated response length: 1/4 page)
	conducted, and any certifications received, either as a
	members. NOTE: Please forward copies of any
training certifications to the Clerk of the Boa	ırd.
V. Proposed Work Plan/Objectives for Next	Year (estimated response length: 1/2 page)
Describe the advisory body's workplan, inclu	
upcoming year.	ung specific objectives to be demoved in the
upcoming year.	