

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 including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, 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 vacancies, diversity, level of participation, andfrequency of achieving a quorum at meetings.

<u>IV. Training/Certification</u> (estimated response length: 1/4 page) Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

<u>V. Proposed Work Plan/Objectives for Next Year</u> (estimated response length: 1/2 page) Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.