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| **Reporting Committee:** |

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| **Committee Chair/Co-Chair:** | |  | | |  |
| **Committee Members Present:** | | | | | |

**Please limit your report presentation to no more than 3 minutes**

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| **Agenda Items:** |
| **Report details**   * **Committee Discussion** * **Committee Decision**   **Recommendations and next steps** |

**Is a formal motion needed? Yes NO**

**Formal Motion to the Chapter** (state the motion below, only when presenting a formal motion for the Chapter consideration at the upcoming Chapter Meeting)

Prepared By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_