

## 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.

IV. Training/Certification

(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.