

**COMMITTEE NAME**

**DATE OF MEETING:**

**NAME OF CHAIRPERSON:**

**PERSON TAKING MINUTES:**

**MEMBERS PRESENT :**

**Committee decisions or actions NOT requiring Session approval:**

1.

2.

3.

**Committee decisions or actions which DO REQUIRE Session approval:**

1.

2.

3.

**NOTES:**

**The NEWSLETTER DEADLINE is the FIRST FRIDAY after the Session Meeting!**

**Who was assigned to submit content for the Web or Newsletter?**