**Committee Meeting Report Form**

**To be completed by chair after each conference.**

Name of person submitting this report:

Email of person submitting this report:

Report submission date:    \_\_\_midwinter   \_\_\_\_annual

Name of committee:

Name of committee chair (indicate if acting chair):

Committee chair e-mail address:

Date of meeting(s):

Members present:

Virtual members:

Members absent:

Visitors:

1. Summary of discussion and action; please indicate activities planned

for the next 5 months: (Please note: if planning to raise an issue at the Executive Board Meeting at this conference please talk with the Chair prior to the meeting.)

**2. Midwinter Meeting Only:** Review current committee roster and list all continuing members and any members whose term will end this year and who wish to be reappointed for a second two-year term. Include yourself if applicable:

3. List names and e-mails of potential new members.

4. List any members who have indicated interest in serving on another IRRT committee or running for an IRRT office. Include yourself, if applicable.

5. Who would you recommend to serve as chair next year? Indicate if you are interested in serving as chair again.

6. Please write any other comments about the committee's membership here.