

Instructions: Whenever your chapter has a meeting, please fill out this form, or include your chapter meeting minutes if they answer the questions below. Use extra sheets as needed. **Note:** Chapters are expected to turn in at least three meeting reports a year, from one annual business meeting and two general meetings.

Chapter Name: _____

Meeting Date and Location: _____

Meeting Type: (such as an outreach/community meeting or steering committee/business meeting) _____

Brief description/minutes of the meeting: (Use extra sheets if needed)

Significant decisions or results of the meeting: (Use extra sheets if needed)

_____ All contact information for meeting attendees has been attached.

Submitted by:

Name: _____

Address: _____

Telephone: _____ Email: _____

Return to CBE International

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