



Puget Sound Chapter

Monthly Status Report

*Please fax or email this monthly status report to your appropriate board member by **the second Monday of every month**. The purpose of this deadline is to insure that any agenda item that you have will be included. All agenda items are due to the president of the chapter **by the second Tuesday of each month**.*

Committee:

Committee Chair:

Phone Number:

Email Address:

Committee Members:

Meeting Schedule:

Goals:

- 1.
- 2.
- 3.
- 4.

Monthly Meeting Notes

Obstacles to achieving your goals. (How can the board help?)

Agenda Items for the next board meeting.

- 1.
- 2.
- 3.
- 4.