***TEMPLATE FOR REPORTS TO COUNCIL***

**ADD YOUR LOGO**

**GSA XXXXX Committee Report YEAR**

***Requested Actions and/or Recommendations for Council approval/ratification*** (This should be a bullet point summary list on the front/first page of your report.

* Item 1
* Item 2
* …

***Committee Charge***

***Committee Members***

***Business Meeting Minutes and Summary***

***Annual Report Submitted By***

***Reporting Period***

***Date Report Submitted***