# Table of Contents

###

### Committee Name [(Arial Bold, pt 25, purple)](#_i00sc0q7cnm2) 2

### [Introduction (Arial Bold, pt 15) 2](#_4zyosnch7vlw)

### Committee Charge [(Arial Bold, pt 12) 2](#_gg6zyv72kuse)

###

# Department Headline (Arial Bold, pt 25, purple #4D1979)

## Committee Charge (Arial Bold, pt 15)

Body copy is Times New Roman pt 12. Describe 3-5 highlights that the committee accomplished during the report period. Use full sentences in present tense.

##### RECOMMENDATION/ACTION ITEM:

* This should be a bullet point summary list on the front/first page of your report.
* **Item 1:**
* **Item 2:**

###

### Committee Members (Arial Bold, pt 12)

List names

###

### Business Meeting Minutes and Summary

*Annual Report Submitted By*

*Reporting Period*

*Date Report Submitted*

**Chart Styles:**

* **Headline:** Arial, size 25, black
* **XY Axis:** Arial, size 14, black
* Include Key
* **Use standardized colors:**

2019 = #00AAA6 (turquoise)

2020 = #A7322B (red)

2021 = #00607C (blue)

2022 = #CC6822 (orange)

2023 = #5B996B (light green)

2024 = #4D1979 (purple)

**Table Styles:**

* **Text:** Arial, size 10.5
* **Header row:** purple fill, white text
* **Headers:** bold
* **Left column:** left aligned
* **All others:** centered



|  |  |  |  |
| --- | --- | --- | --- |
| **Date range\*** | **31 July–14 Sept.****2023** | **31 July–14 Sept.****2022** | **1 Sept. 2022–31 Aug. 2023** |
| Total Pageviews\*\* | 223,260 | 277,248 | 1,612,534 |
| Home Pageviews | 26,668 | 18,801 | 147,915 |
| Unique Site Users | 46,258 | 60,469 | 416,527 |