**FY16 CPC Committees – monthly report template**

**CPC Committee report from:** indicate CPC Committee name

**Committee meeting date *&* time:** indicate date and time committee met

**Members present:**  indicate names of committee members present

**Report submitted for the CPC meeting on:** indicate date of next regular CPC meeting

**Activity this month:**

**Committee meeting held:** indicate Yes/No

**Email discussion topics:** provide single word topic headings (?) / perhaps you did not meet but had a few email discussions – let us know what you’re considering

**Topics and Issues Discussed:** provide minutes (notes) of topics and items discussed at the meeting

**Action items:** provide list of specific actions taken (this may be a part of your notes above)

**Next Meeting:** indicate next scheduled Committee meeting date, time and location

Version dated 7-6-15