

West Volusia Association of REALTORS®

Committee Agenda/Report Form

Committee: _____

Chair: _____ Vice-Chair: _____

Meeting Date: _____ Meeting Location: _____

Meeting Start Time: _____ Meeting End Time: _____

Committee Members Present: ☐ Sign-in Sheet attached

Agenda/ Report Table:

#	Agenda Item	Action/Status	Assigned To	Due Date

☐ Check if Agenda/Report Table is continued on page 2

☐ Check if Action Request/Information Form(s) attached for recommendations and/or requests to Board of Directors or AE:

Name Of Person Completing This Form: _____

West Volusia Association of REALTORS®

Continued from _____ Committee meeting on (date) _____

Agenda/ Report Table:

#	Agenda Item	Action/Status	Assigned To	Due Date