

West Volusia Association of REALTORS®

Committee Agenda/Report Form

Committee: _____

Chair: _____ **Vice-Chair:** _____

Meeting Date: _____ **Meeting Time:** _____

Meeting Location: _____

Committee Members Present: ☐ **Sign-in Sheet attached**

Agenda:

	Agenda Item	Action/Status	Assigned To	Due Date

Recommendations to Board of Directors or AE (If any):

☐ **Action Request/Information Form(s) Attached**

Name Of Person Completing This Form: _____