

**I. November Business Meeting**

- Reports are due to the Section Secretary 2 weeks prior to November Business Meeting.
- Content (minimum):
  - Status report/update on current year committee plan.
  - Status of awards nominations (Operations, Collection Systems, Industrial, Safety, Service Award).
  - Draft committee plan for upcoming year (see template), including planned activities, anticipated committee roster, and measures. (The planning year runs May to May, the same as the administrative year.)
  - Budget request for committee activities, including conference calls, materials, postage, and other authorized expenses. Please itemize as much as possible. (Note that the fiscal/budget year runs January-December.)
  - Minutes of any committee meeting since the last quarterly report.
  - Date of next scheduled committee meeting.

**II. Winter Board Meeting (Late February, 1 day before Government Affairs Seminar)**

- Reports are due to the Section Secretary 2 weeks prior to Winter Board Meeting.
- Content (minimum):
  - Status report/update on current year committee plan.
  - Final committee plan for upcoming administrative year beginning in May (see template).
  - Final committee roster for upcoming administrative year for Board approval.
  - Minutes of any committee meeting since the last quarterly report.
  - Date of next scheduled committee meeting.

**III. May Board Meeting (at Annual CSWEA Conference)**

- Reports are due to the Section Secretary by April 15.
- Content (minimum):
  - Status report/update on past year's successes, challenges, etc.
  - Any updates to the coming year committee plan, committee roster, etc.
  - Minutes of any committee meeting since the last quarterly report.
  - Date of next scheduled committee meeting.

**IV. Summer Board Meeting (Early August, 1 day before Management Seminar)**

- Reports are due to the Section Secretary 2 weeks prior to Winter Board Meeting.
- Content (minimum):
  - Status report/update on current year committee plan.
  - Preliminary discussion of potential awards nominations (Operations, Collection Systems, Industrial, Safety, Service Award).
  - Minutes of any committee meeting since the last quarterly report.
  - Date of next scheduled committee meeting.

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