

ESQG Office and Committee Report to the Board

Name: _____ Office or Committee: _____

Reporting Month (circle one): Dec '22 **2023**: Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec

Activities/Actions:

PAST: What activities did your office/committee complete? What were numbers, results?

What issues or challenges did you encounter? How did you resolve? What action is still needed? What lessons were learned?

UPCOMING: What activities do you have planned?

What input or decisions do you need from the board to move forward?

FUTURE PLANNING: What are your goals for this office/committee/activity for the coming year? What do you need to make that happen? What is on your wish list for this office/committee/activity to be successful?

Budget:

Overall, what money have you made or spent? How are you doing on your budget? This report is not a substitute for the required, detailed treasurer forms for deposits and expenses.

Please bring this worksheet to all monthly ESQG Board meetings to reference as you present your report. If you cannot attend the monthly ESQG Board meeting, please send your report to the President in advance.