

**REPORT OF OFFICE CONFERENCES**

**Date:** \_\_\_\_\_ **County:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Conference Began at:** \_\_\_\_\_ **and Adjourned at:** \_\_\_\_\_

**Agents Absent:** \_\_\_\_\_

**Reasons for Absence:** \_\_\_\_\_

**Presiding Agent:** \_\_\_\_\_

**Goals & Highlights**

(include upcoming schedule & highlights of past programs)

**Program Planning**

(include all items related to TCFF, Planning Groups, Civil Rights/Affirmative Action)

**Resource Management**

(include all items related to fiscal, material, paid staff, volunteers)

**Accountability & Interpretation**

(include all items related to evaluation, reports, marketing, interpretation)

**Professional Development**

include reports of conferences attended, new knowledge obtained, training desired)

**Announcements & Miscellaneous Office Management Items**

(items which do not fit into categories above)