REPORT OF OFFICE CONFERENCES

Date: ______________  County: ________________________________  District: _______

Conference Began at: _______________ and Adjourned at: ________________

Agents Absent: List all agents not present

Reasons for Absence: List reasons for absence. If none provided, then document "None Provided".

Attending Agents: List all faculty that were present

Submitted by: Person submitting this report.

Highlights/Outcomes of Past Activities

Use this space to highlight past programs and inform others of outcomes, successes, shortcomings and to provide recognition to team efforts.

Upcoming Schedule

Provide calendar/schedule of obligations and appointments for all upcoming period reported up to next scheduled conference. Include all travel and leave scheduled for this period.

Dates & Deadlines

Use this to announce all upcoming deadlines, dates, or other time-sensitive obligation that full staff needs to know. This could include administrative deadlines, court items, report deadlines, ES-237 deadlines, 4-H events, special events or other activities for the good of the office.

Program Coordination

Use this to plan and discuss team efforts related to programming such as TCFF, LAB, Interpretation events, interdisciplinary programs, team events/activities, county livestock show or events requiring coordination.

Travel Plans

Include all travel plans, dates, destinations, and funding sources for upcoming month

Discussion Items  & announcements of county and program

Include items such as budget reports for the month, office operations, staff evaluation, civil rights/compliance, office/program needs and purchases, policy items, court items, or any other operational items that might require to be announced or discussed.
Signatures of Attending Agents

Signature:

__________________________________________________________
Agent Signature

__________________________________________________________
Agent Signature