

**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:

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Agent Signature

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Agent Signature