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**REPORT OF OFFICE CONFERENCES**

**D-738**

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

Conference Began at: \_\_\_\_\_ Conference Adjourned at: \_\_\_\_\_

Agents Absent: **List all agents not present** \_\_\_\_\_

Reason 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 calendars/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.



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**PROGRAM COORDINATIONS**

Use this 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**

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.

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SIGNATURES OF ATTENDING AGENTS

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Agent Signature

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Agent Signature