

Report of (Committee Name)

Name of Chairman

Summary of Meeting Activity:

This section should summarize the major topics discussed in a meeting. It does not need to be verbatim or list individual actions taken, these will be written about, at length, in the Minutes, which will be prepared by your Staff Liaison with Chair input.

Examples of this would be:

Example One:

The Committee reviewed the basic standards for residency training and recommended that changes be made in the minimum number of ED visits each hospital will be required to have prior to applying for a new program. The volume was increased from 20,000 annual visits to 25,000. All current training institutions will be grandfathered in. (The resolution that amends this action will be formulated and printed in the Minutes.)

Example Two:

The Committee reviewed the attendance trends at all the CME programs sponsored by the ACOEP and decided to pursue a marketing plan that includes a revised brochure, print advertising in several different publications and more in-depth information on the website. (See resolution below).

Example Three:

The Committee discussed mechanisms for building membership in the ACOEP. Ideas included a new member packet; pursuing more vendor services, including investment and insurance programs, and year-round car rental plans. The Committee empowered the Staff Liaison to investigate opportunities and report back to the Committee Chair and Vice Chair by June 1.

ACTION ITEMS:

RESOLVED, that funding be made available to produce better quality of brochures with corresponding print advertisement beginning with the Scientific Seminar in 2005, and be it further

RESOLVED, that the ACOEP research the costs of production of this type of advertisement and forward this information to the Finance Committee at its July meeting.