**AIA Charlotte**

**Committee Annual Report Date**

AIA Charlotte’s Member Services Committees are a vital part of our success. By reaching out to AIA Charlotte members, the committees provide an opportunity for our members to be involved, explore their interests and support our community. This report is intended to review the goals and focus of the committee to help ensure its success.

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| **Committee Name:** |  |
| **Committee Chair(s):**(Include contact information) |  |
| **Board Sponsor and Liaison:** |  |

|  |  |
| --- | --- |
| **Budget:*** Actual expenses versus budget request for previous year
* Budget request for upcoming year

General breakdown of expenses and incomes |  |
| **Committee activities held during the previous year?** |  |
| **Approximate number of attendees at committee activities held during the previous year?** |  |
| **What committee activities do you have tentatively planned for the upcoming year?** |  |
| **What were your goals for the previous year? Were you able to meet those goals?** |  |
| **What are your goals for the upcoming year? How will you meet those goals?** |  |
| **What lessons learned came from your committee’s activities during the previous year? How will you incorporate those lessons into the upcoming year?** |  |
| **How can the Board help your committee in the upcoming year?** |  |
| **Were committee activities included or announced in the AIA Charlotte master calendar, newsletter, or email blasts?** |  |
| **Were sponsors recognized at committee activities, other than administrative meetings?** |  |
| **Was the AIA Charlotte logo included on all distributed committee materials?** |  |
| **Were meeting minutes kept at committee administrative meetings? If yes, please attach.** |  |
| **Were committee activities documented? If yes, please describe and, if feasible, attach.** |  |
| **Does the committee maintain a website? If yes, please provide link to the website.** |  |
| **Does the committee use social media? If yes, please describe.** |  |

**- Attached additional sheets as necessary**