|  |  |
| --- | --- |
| **Name:** <Insert Your Name>  | **Date:** <Insert Date>  |
| **Section/Area/Committee Name:** <Insert Section/Area/Committee>  |  |

**List key activities for your Section/Area/Committee:**

* Provide a listing of the key activities for your Section, Area, or Committee for the first half of the year.

**List key challenges for your Section/Area/Committee:**

* Provide a listing of the key challenges for your Section, Area, or Committee for the first half of the year.

**Action Plan to address challenges:**

* Please list your action plan to address the challenges noted in the previous section