



MEMORANDUM

To: Coordinating Committee

From: CMAP Staff

Date: May 11, 2022

Subject: Committee Annual Reports

Purpose: Staff will provide the Coordinating Committee with an overview of the new Committee Annual Report format. This format will be used by the Coordinating Committee and the working level committees to annually report its activities to the CMAP Board.

Action Requested: INFORMATION

The by-laws for the CMAP advisory level and working level committees call for an annual report of the committee's activities to be provided to the CMAP Board. Staff has developed a template for these reports which is concise and simple, while providing meaningful information.