

**Pony of the Americas Club Inc.**  
**Place name of committee here Committee Report**

Chairman:	Attendees: List all attending committee members
Guest: guest presenters, POA members that are not on committee...	Absentees: List all committee members not in attendance
Date:	Location:
Time: Time meeting starts	Adjourn: Time meeting adjourns
Reporting to: Name of group committee is reporting to (ex. POAC BOD, general membership etc...)	Report of: <u>Print name of report writer and signature</u> Signature: _____

**Executive Summary:** *The executive summary is a brief description of AGENDA items. It does not include detailed discussion of agenda items or actions taken. That will be addressed in other areas of this report.* Example: The POAC Administrative Advisory Committee convened to discuss the following agenda items; Business Continuity Plan for 2010, POAC BOD request, Budget Committee request. The POAC Advisory Committee developed Business Continuity goals for 2010 and proposed action plans for POAC BOD and Budget Committee request. Productivity from this meeting is outlined in detail in the action plan section of this document.

**Pony of the Americas Club Inc.  
Committee Report  
Action Plan**

**Issue:** State the issue to be discussed, **Ex. Establish goals for 2010 Business Continuity Plan**

**Summary of Issue:** State a summary of the issue. **Ex. The POAC Administrative Advisory Committee discussed business continuity goals for 2010. The committee agreed upon the following goals:**

- **Develop a committee reporting process for POAC**
- **Develop an action/task accountability template for the POAC BOD**
- **Develop processes and policy for a 3 - bid rule on all expenditures over \$2500.00.**

**The POAC Administrative Advisory Committee will develop and submit all processes to the POAC Executive Leadership for review.**

**Action Plan: POAC committee reporting process**

<b>Action</b>	<b>Responsible Party</b>
Develop standard operating procedures for committee reporting	John doe
Develop reporting template	Jane Doe
Submit to Executive Leadership for review	Susie Smith

**Action Plan: Action/Task accountability template**

<b>Action</b>	<b>Responsible Party</b>
Develop a action/task accountability template for POAC BOD	John doe
Submit to Executive Leadership for review	Susie Smith
Instruct POAC BOD on use of document	Susie Smith

**Action Plan: Develop a 3 bid process**

<b>Action</b>	<b>Responsible Party</b>
Develop a standard operating procedure for 3 bid process	John doe
Develop bid template	Susie Smith
Develop Power point presentation for BOD presentation	Susie Smith
Submit to Executive Leadership for review	Jane Doe

**Fiscal Impact:**

**Amount of money needed to accomplish task.**

**\*\*\*\*\* Every "Issue" (task) will have an action plan \*\*\*\*\***