

RICC COMMITTEE CHECK-IN SHEET

Committee Name: _____ **Date Committee Formed** ___/___/___

Chair Name: _____

Date of last meeting: ___/___/___ **Subject of Meeting:** _____

Members Present:

Topics Discussed:

Recommended Actions:

Do you need to address:

Executives: Y N **Directors:** Y N **Membership:** Y N

Explain:

Next PLANNED meeting: ___/___/___ **Subject of meeting:** _____

Topics to be Discussed:

Other important information:

Chair Signature: _____