

C-7: Quarterly Report

ALABAMA LIBRARY ASSOCIATION  
6030 Monticello Dr.  
Montgomery, AL 36117  
(334) 414-0113

[Please type or prepare on a word processor using this format]

Date: \_\_\_\_\_

Unit: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

Date, Time and Place of Meeting: \_\_\_\_\_

Number of Members Present: (Include names if desired.) \_\_\_\_\_

Unfinished Business: Describe and indicate action taken.

New Business: Describe and indicate action taken.

Plans and Priorities: Include future activities, workshops and projects. (If this is an end-of-year report, please align future plans to the ALLA Strategic Plan by referencing Goals and/or Action Steps using the numbering and lettering system on the Plan as published.)  
Example: PLD and Joint Commission of Awesomeness will present a free webinar about being more awesome. (SP 2a and 3b).

Recommendations to Council:

Attach and additional pages, forms, and/or explanations as needed.