**NCDA COMMITTEE REPORT FORMAT**

**VETERANS COMMITTEE**

**March 17, 2020**

**For Committees:**

**Emily Sawyer Kegerreis,** [**ekegerreis@gmail.com**](mailto:ekegerreis@gmail.com)

**Rachel Coleman,** [**Rachel.coleman@duke.edu**](mailto:Rachel.coleman@duke.edu)

**Membership List Attached**

**Committee Activities to Date**

* New Year update email to committee membership
* Hosted webinar on January 31
* Coordination and planning with Heather Robertson and Suzette Fletcher for first ever Veterans PDI at national conference in June 2020

**Projected Plan/Work Completed through September 30.**

* Additional webinar for committee members in Spring
* Continued planning, coordination and prep for Veterans PDI
* Quarterly committee outreach

**Suggested length:** limit to one page

Submit to your board liaison electronically to your board liaison with a copy to [dpenn@ncda.org](mailto:dpenn@ncda.org) by March 16, 2020.

**Budget Requests:**

At any time during the year, a committee may make a budget request to the board through their board liaison. A written proposal, with a description of the project, goals and objectives, and a detailed budget should be sent. The board will review all requests for consideration at its next board meeting. The Board meets every other month. See the Planning Calendar for specific dates.