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	Director Liaison		Committee Vice Chair
	Committee Chair		Committee Recorder

Meeting Details

Meeting Date(s): *List dates of all meetings held in the past year. *500 Character Limit*

Meeting Location(s): *List locations for each meeting held in the past year. *500 Character Limit*

Executive Summary

Information contained in this section provides an overall summary of the committee meeting including a judgment of the meeting's success compared to previous meetings. Photos or other additional documents that help convey the work of the committee in tis past year should be noted in the text but added to the end of this document as an attachment to the Annual Report PDF.

**3700 Character Limit*



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Director Information Items

*Information in this section should highlight the committee's progress to goals and objectives identified in the Technical Working Committee Charter, identify challenges or risks (perceived or realized) and include any other updates from Midwest state's or relative business discussed. *3600 Character Limit*



Committee Workgroups

Identify workgroups that are associated with this TWC. Provide a brief 2-3 sentence summary of work accomplished in the past year. A workgroup is a smaller team that supports the goals and objectives of the TWC and is necessary and needed to help accomplish the work. It may include additional members not in the TWC but must be lead by a member of the TWC.

**650 Character Limit*

Workgroup Name (1)

States Member Lead

Workgroup Name (2)

States Member Lead

Requests for Action

List below any accompanying documents attached to the annual report. Note: All formal requests for action by the MAFWA Board of Directors must complete the appropriate forms with approvals by MAFWA Executive Committee prior to the Annual Board Meeting. Ex. Committee Charter, Request and Risk Assessment. See page 12 of the TWC Guidelines Manual for timelines and details.

**1300 Character Limit*

Proposed Meeting Dates/Times/Location

Dates and times the TWC will meet in the upcoming year.



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Agenda

*Provide meeting information from the past year in the space below. If additional supporting documents are needed, please combine into a single PDF and use the space below to document what is attached. Before final submission to the MAFWA Executive Secretary. *4000 Character Limit*