



CUES Council Reporting Guidelines

1. Meeting Minutes

All meeting minutes should be sent to CUES via the [CUES Council Meeting Minutes Submission Form](#) within 30-days of the meeting. The minutes should contain (at minimum) the following:

- Date, time, and location of the meeting
- Number of people who attended
- List of attendee names
- Type of meeting/function/event (i.e., lunch, dinner, networking session, golf, etc.)
- Topic(s) of meeting
- Agenda
- Speaker information (if applicable)
- Details regarding what was discussed or decided (old business and new business)
- Treasury report sent to CUES via the [CUES Council Meeting Reimbursement/Budget Submission Form](#)

2. Officer Elections

All officer elections should be reported to CUES via the [CUES Council New/Updated Board Member Form](#) within one week of the election being held.

3. Upcoming Meetings

As soon as future meeting dates are set, notify CUES via the [CUES Council Event Information Form](#). The following must be determined before filling out the form:

- Date, time, and location of the meeting (along with hotel and/or meeting room)
- Topic(s) of meeting
- Preliminary agenda
- Registration plan/cost of registration
- Contact information for the website and CUESNet post and event

(Meeting brochures and registration forms must be attached to the [CUES Council Event Information Form](#))