

# STANDING COMMITTEE MEETING REPORT COVER FORM



Following each meeting of the committee, complete and submit this form to the CUPE Saskatchewan Division Office along with any additional documents.

**COMMITTEE:****DATE OF MEETING:****MEETING DURATION:**

(Note meeting length by hours)

**HOW WAS THE MEETING CONDUCTED:****ATTENDANCE:**

Via Videoconference



Via Teleconference



In-person meeting

**IN-PERSON MEETINGS ARE SUSPENDED UNTIL FURTHER  
NOTICE FOR THE 2020-21 COMMITTEE TERM.**

Committee members in attendance:

Meeting  
Location:

Staff Advisor and/or guests in attendance:

**ATTACHED OR ENCLOSED WITH THE FORM:**

Executive Board Liaison in attendance:

Meeting Minutes (CMTE FORM #3)

Expense Vouchers (CMTE FORM #4)

**ISSUES DISCUSSED:**

**SUBMIT BY EMAIL TO:** Jodi Reavley at [j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@sasktel.net)

**SUBMIT BY MAIL TO:** CUPE Saskatchewan, 3725 E Eastgate Dr, Regina SK S4Z 1A5

CIRCULATION:

- OFFICE USE ONLY -

1. Committee File (Meeting Report Cover Form & Meeting Minutes)
2. Executive Assistant (Meeting Report Cover Form & Meeting Minutes)
3. President (Meeting Report Cover Form & Meeting Minutes)
4. Secretary -Treasurer (Meeting Report Cover Form, Meeting Minutes & Expense Vouchers)

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For more information and forms, visit: [www.sk.cupe.ca/forms](http://www.sk.cupe.ca/forms)