**SCENA Chapter and Committee Activities Report**

Attendance to State Council Meetings by Chapter Board Leaders and Committee Chairs is highly encouraged to enhance accurate communications and ***provide a quorum to conduct business*.** All chapters must be represented by the chapter president or a designated chapter officer assigned by the chapter president and the state council president and secretary notified in advance of the meeting.

Chapter Presidents and Committee Chairs are to complete this ***brief activity report*** and submit this update, in advance of the next scheduled SCENA State Council Meeting on or prior the deadline date requested. These vital reports will be archived on the SCENA shared Google drive, accessible to elected and appointed state leaders and support accurate meeting minutes. Therefore ***email messages cannot be accepted as your report***. **If there is “nothing new to report” you are required to send your template report with this information.**

**Email your monthly reports, titled and dated as requested, as a WORD document (PDFs cannot be copied, pasted and edited) to the current SC-ENA President & State Secretary**

statepresident@sc-ena.org  **and** **eencapera@sc-ena.org**

 **Download this basic WORD template form, save it in a folder and edit it monthly.**

**Committee Report**

**Committee:**

**Date and submitted by: April 6, 2021. Submitted by Terrie Otte**

**Current Projects and Progress:**

**Chapter: Coastal Carolina**

**Date of last meeting: February 16, 2021**

**Current projects and events: Working on golf tournament fundraiser.**

**Next meeting date and location: April 20, 2021. Virtual meeting.**