**IEEE Canada Spring Board Meeting – April 21-22, 2018**

**Activity Report and Plan**

FROM: **Insert Your Name, Your IEEE Canada Position**

UNIT: **Your Unit** (Your Section / Your Committee / Area / Group etc.)

SUBJECT: **Report for 2017, part of 2018 and Goals/Plans for 2018**

Date:Insert the submission date

Please note, we will attempt to look at the reports a few days prior to the IEEE Canada training day and the IEEE Canada Spring Board Meeting to

* identify success stories to share as best practices and to
* attempt to address some of the issues and concerns that you may voice in your report.

**1. Report on Key Activities during 2017:**

* 1. Xxxx
  2. Yyyy
  3. …
  4. …

1. **Report on Key Activities since Jan 1, 2018:**
   1. …
   2. …
   3. …
2. **Issues Facing This Unit and Proposed Solutions:**
   1. Xxxx
3. **Proposed Goals and Activity Plan for 2018:**
   1. Goals:
   2. Activities:
4. **Please, share your best success story from the last couple of years:**
   1. …
5. **Please, comment on the membership trends in your section – year over year?**

6.1 …

1. **Do you have an IEEE Concentration Banking Account?** Yes/no
2. **Did your section submit the Section Vitality Survey for 2017?**

If yes,

* 1. Would you have comments on the survey itself?

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* 1. Do you have any concerns/questions resulting from the survey?

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1. **Any other Comments or Suggestions?**
   1. For Sections/Chapters/Affinity Groups/Student Branches

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* 1. For IEEE Canada

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