

SAMPLE AGENDA

2021 Area # Meeting ABC Room of the EFG Building
123 Main Street Your Town, MT
DATE, 2021
Hosted by NAME Conservation District

Agenda

- 8:30 am** Registration with coffee/juice and fruit/rolls
- 9:00 am** Call to Order by host CD Chairperson
Welcome, Introductions, and Announcements
- 9:15 am** Business Meeting

(The administrator from the district that is hosting the following year usually takes the minutes. It has been suggested that the business meeting would be best placed at the start of the day while everyone is still focused and attendance has not begun to dwindle. MACD organizes the Longevity Awards by contacting all of the CDs prior to the meeting. Based on feedback from the CDs regarding whether they would like a pin to be presented etc., a MACD representative will be bringing the appropriate number of pins and certificates to each meeting to be distributed. The host CD chairperson can make the presentations or can ask an MACD officer or Board Member to do it/assist with this part of the program)

- Approval Previous Year Meeting Minutes Approval
- Current Year Treasurer's Report
- Consideration of Current Year's Resolutions
- Election of Area Representative to the MACD Board
- Next Year's Area Meeting location
- Area Auction/Raffle Donation for 2021 Convention
- Presentation of Area Longevity Awards (Given by MACD President)

- 10:30 am** Break
- 10:45 am** Agency & Partner Reports

(This is just an example list)

1. Montana Association of Conservation Districts (MACD) Report - 10 min
2. Department of Natural Resources and Conservation/ Conservation Districts Bureau (DNRC/CDB) Report - 10 min
3. Montana Salinity Control Association (MSCA) Report - 10 min
4. Natural Resource and Conservation Service (NRCS) Report - 10 min

5. MACD Employee Organization (MACDEO) Report - 10 min
6. Other partners...

(The above 5 are the usual reports and representatives of the first 4 usually travel to all of the meetings via van. A local EO representative that plans on attending the meeting is usually asked to give their report. In addition, other partners and agencies such as DEQ, DFWP, DNRC Water Resources Division, FSA, local watershed groups etc. can be invited to participate. It is a good idea to give the speakers a time limit so they know if they should limit or stretch their remarks. There should be time allowed for questions from the audience to the speakers too. If applicable to your area, you may want to consider inviting a report from MRCDC, YRCDC, and/or MRWA.)

11:45 am Lunch with current Legislators/County Commissioners & in election years, include the candidates too.

(A variety of door prizes donated by your local merchants may be given away throughout the day but are, of course, not mandatory. If you do choose to go this way, be sure to include in your materials about the meeting to boost attendance!)

12:45 pm Individual CD Reports *(List CDs in Area Alphabetically Here)*

(Some meeting hosts forgo this session entirely. CDs are asked to submit a written report for the minutes of the previous year's activities. If any Districts would like to highlight successful projects, those could be included during this time.)

1:00 pm Training session, local speaker(s), and/or tour of local interest

(Use this as an opportunity to show off what you have been working on in your part of the state!)

3:30 pm Adjourn - Have A Safe Trip Home