



## Area Meetings Guide

**Last updated 9/13/2022**

While the structure and content of area meetings is completely up to the host district, MACD usually receives numerous requests for information so we thought we would share some suggestions with you so you can have them in mind as you make plans for your CD's hosting the area meeting.

In the spring, we will be contacting that year's hosts with a suggested meeting date. Then, based on this input, the MACD Board will approve the schedule at their Spring Board Meeting. The area meetings are traditionally held the last week in September and the first week of October.

Thank you in advance for your work on these future meetings

## Area Meeting Binder "Bible"

This should be kept up and passed on to the next year's host at or soon after each area meeting.

### **Included in the binder:**

- Area host spreadsheet
- Area needs memo should be copied each year
- Sample Agenda
- Invitation letters
- Registration form
- Attendance sheet
- Minutes
- Treasurer's report
- Resolutions
- Agency reports
- CD report
- MACDEO report
- Notes and other correspondence

# **AREA MEETING NEEDS**

*Keep In Three Ring Binder - In Front of Each Meeting*

## **MEETING LOCATION** *date to have done- no less than 60 days before event*

- Facility able to handle 30-60+ people (secure a location as soon as possible, meeting dates will be announced in June). This location may be anything from a hotel, church, or bar, whatever your community has to offer
- Have a head table with podium
- Enough seating for meeting attendees
- On average, area meetings last 6 or 7 hours

## **CATERING** *date to have done - no less than 60 days before event*

- Secure someone who is able to serve 30-60+ people as soon as possible after meeting dates are announced

## **POSSIBLE EVENT IDEAS**

- Legislative years - some sort of legislative candidate function
- Project tour
- Local points of interest (refuge, processing plant, agriculture research stations, etc.)
- Local interest speakers (agency personnel, youth program, etc.)

## **REGISTRATION** *date to have done - no less than 30 days before event*

- Send out pre-registrations
- If possible, encourage people to pre-register. This allows you to have name tags done prior to the meeting and gives you a number to work with in planning lunch and refreshments.
- Include cost of meal (with gratuity) and other meeting expenses (tour costs, rolls, coffee, etc.) in registration

## **AGENDA AND MEETING PREPARATION** *date to have done - no less than 30 days before event*

- Provide to all districts and participants:
  - Meeting agenda (Please see sample agenda)
  - Proposed resolutions for your area

- Information on whose term is expiring for Area Representative to the MACD Board and a call for nominations. Nominees will be allowed the opportunity to state why they would like to run for election or re-election. (Please note that the MACD Bylaws specify that a district needs to be in good standing to nominate someone, to vote, and to serve as a director. )

## **DOCUMENTS & INFO TO BE PROVIDED BY MACD ANNUALLY (TO HOST DISTRICT)**

- Updated list for partner invites
- Resolutions submitted by each area
- Resolution Process Guide
- Parliamentary Procedure Guidelines
- Information on whose term is expiring for Area Representative to the MACD Board
- Guidance on elections according to MACD Bylaws

## **DOCUMENTS TO BE PRINTED BY HOST FOR MEETING PACKET**

- Agenda
- Last years minutes
- CD Reports (if turned into host ahead of time)
- Partners Reports (if turned in ahead of time)
- Resolutions
- Can also be nice to have a blank notes page

## **THOSE TO INVITE** *date to have done - no less than 45 days before event*

- Area conservation districts
- Agency personnel and other partners with an interest in activity in your area
- Examples:
  - Department of Natural Resources and Conservation (DNRC)
    - Director
    - Conservation Districts Bureau (CDB) Staff
    - Conservation and Resource Development Division (CARDD) Administrator
    - Rangelands staff and/or Forestry division staff
  - Montana Salinity Control Association (MSCA)
  - MT Fish Wildlife and Parks (FWP)
    - Director
    - Aquatic Invasive Species (AIS) Bureau Chief
    - Local fisheries biologists
  - MT Department of Environmental Quality
    - Director

- Other relevant staff
- Governor's Natural Resource Advisor
- Natural Resource Conservationists
  - State Conservationist
  - Local District Conservationist
- Other federal partners
  - Bureau of Land Management (BLM), CMR Refuge, Forest Service, Farm Service Agency, etc.
- Montana Association of Counties (MACo)
  - President
  - Executive Director

## **RESOLUTIONS** *date to have done - No less than 30 days before event*

- Have copies of Area resolutions for everyone at meeting
- Please see the Resolutions Process Guide for more detail. *(Please note - this document is being updated as of 4/11/2022. Please check with MACD for an updated version.*
- The sponsoring conservation district presents the resolution and moves for adoption. A second is required. The conservation district may explain the need for the resolution. Discussion will follow and amendments are considered. Amendments may not alter the intent of the resolution. A final vote on the resolution is taken, with each conservation district allowed one vote.
- Resolutions passed at area meetings will be considered at the MACD Annual Convention. Resolutions receiving a 'do not pass' majority vote may not move forward to the MACD annual meeting.
- MACD is responsible for sending out ALL proposed resolutions to districts prior to Area Meetings. Following Area Meetings, MACD will then send out all resolutions that passed at their respective Area Meeting.

## **REPORTS** *date to have done - No less than 10 days before event*

- Request written reports from area CDs, the MCDEO, and agencies so copies are available at the meeting.

## **MEETING LOGISTICS**

- Items to have on hand:
  - Change for people who pay with cash
  - Receipt Book
  - Plenty of pens, markers, etc.
  - A device to record meeting if they wish (if you have a tape recorder, make sure to have plenty of tapes on hand, and check out equipment prior to start of meeting to be sure it is operating correctly)
- Next year's host is responsible for taking minutes.

- Arrange the room so that it encourages participation from everyone
- **Chair Responsibilities**
  - The Chairperson of the host district should chair the meeting, unless the host district chooses to designate someone else to chair (ex. Vice chairman, Area Director, etc).
  - The Election of Area Representatives should be chaired by someone who is *not* running for election. (The chair can change for this portion of the meeting.)
  - Encourage chairperson to keep meeting running on time

## **POSSIBLE EQUIPMENT NEEDS**

- Have speakers notify you of their A/V needs
- Screen and/or projection equipment
- Small table
- Microphone, webcam, and/or Owl Webcam
- Extension cord(s)
- Flip Charts(s) and markers
- Pointer
- Technology for Zoom or other video conferencing (MACD can set up the Zoom invite)

## **COFFEE BREAKS**

- Coffee and/or other refreshment(s)
- Sugar, cream, cups, spoons, napkins, etc.
- Muffins, doughnuts, fruit, etc. (include cost in registration)

## **LUNCH**

- If possible, have people pre-register so you know how many to plan for
- Check with last year's host district to see how many people might attend

## **DISPLAYS**

- Encourage conservation districts to bring a display showing special project(s) or activity(ies)
- Arrange for tables for conservation districts, agencies, etc. to place displays

## **FINAL ITEMS**

- Record minutes and send to CDs, MACD, and DNRC
- Mail minutes and other pertinent items (treasurer's report, CD reports, agency reports, etc. to next host to include in area meeting binder)