

PREPARING AGENDAS

*AGENDAS MUST BE POSTED IN PUBLIC VIEW AND ON WEBSITES (IF APPLICABLE) 24 HOURS PRIOR TO THE MEETING TIME

*All agendas must include the following statement:

This meeting is being held in a physically accessible place. Individuals needing assistance, pursuant to Americans with Disabilities Act, should contact the XYZ Conservation District (605-867-5309 x3) at least 48 hours in advance of the meeting to make any necessary arrangements.

Agendas should be basic in outlining the order of the meeting. It should include all items that will require a motion for approval or expenditure and should also include a line item for executive session whether it is utilized or not. The Calendar of Events & Responsibilities (Section 2) will be a good guide of upcoming topics to be discussed each month.

The following is a guide and a Sample is included.

Call meeting to order

Introductions (if necessary)

Approvals (Agenda & Minutes)

Treasurer's Report (Does not need approval as it is just a report, unless payment of bills are discussed then motions should be recorded)

Old Business (addresses items tabled from a previous meeting or ongoing projects)

New Business (any items currently being addressed)

Partner Agencies (allows for any additional attendees to share information)

Grant Review (keeps board updated on projects and budgets)

Other (items that are informational)

Upcoming Events (keeps the group informed of upcoming meetings & events)

Adjourn

Next Meeting

Executive Session

*Be prepared for meetings by having supporting documentation & copies available for supervisors – many districts provide folders for each supervisor to hold these documents

HAMLIN COUNTY CONSERVATION DISTRICT
BOARD OF SUPERVISORS' MEETING
January 9, 2018 1:00 P.M.

AGENDA

1. Call meeting to order.
2. December Regular Meeting Minutes were open for Discussion
3. Treasurer's Report, Accounts Receivable Presented. Approve all bills to date
4. NRCS Report- Jim Dylla, District Conservationist
5. **Unfinished Business:**
 - A. Equipment
 - B. Appreciation Supper
6. **New Business:**
 - A. Farm Show
 - B. Board Advisor
 - C. Depreciation Schedule W-2's 1099's
 - D. Reorganization of the District Board.
 - E. Resolutions.
 - F. Payroll Review
 - G. Executive Session. (If necessary)
7. **Other District Business:**

Next scheduled district board meeting is Monday, February 12, 2018 at 1:00 p.m.

Persons needing special accommodations should contact Peggy Loomis at (605)783-3642 or hamlincd@sdconservation.net at least 24 hours in advance of the meeting date.

XYZ CONSERVATION DISTRICT
JANUARY 3, 2018 @ 6PM
AGENDA

Call meeting to order
Present
Absent

Approval of Agenda	Motion	Second
Approval of Minutes	Motion	Second
Treasurer's Report	Motion	Second

Old Business

Building Repair

New Business

Partner Reports

Tree/Drill Report

Grant Review

Field Report

Other

Leadership Report
Survey Results

Upcoming Events

NACD Convention

Adjourned

Next Meeting

Executive Session

This meeting is being held in a physically accessible place. Individuals needing assistance, pursuant to Americans with Disabilities Act, should contact the Butte Conservation District (605-892-3368 x3) at least 48 hours in advance of the meeting to make any necessary arrangements.