State of Wisconsin

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Department of Natural Resources

PO Box 7921, Madison WI 53707-7921

dnr.wi.gov

Wisconsin Conservation Congress [Committee Title]

Meeting Minutes

WCC Meeting Minutes

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|  |  |  |  |
| --- | --- | --- | --- |
| **ORDER OF BUSINESS** | [Date] | [Meeting Time] | [Meeting Location] |

1. **ORGANIZATIONAL MATTERS**
	1. **CALL TO ORDER**

[Time]

at

[Committee Officer]

**Meeting called to order by**

* 1. **ROLL CALL**

|  |  |
| --- | --- |
| ATTENDEES |  |
| EXCUSED |  |
| UNEXCUSED |  |
| GUESTS |  |

* 1. **AGENDA APPROVAL/REPAIR**

|  |  |
| --- | --- |
| DISCUSSION SUMMARY | [Summarize subject of comment, position (if stated)] |
| COMMITEE ACTION | [Main motions, seconds, results of motions] |

* 1. **REVIEW COMMITTEE MISSION STATEMENT**

|  |  |
| --- | --- |
| DISCUSSION SUMMARY | [Summarize subject of comment, position (if stated)] |
| COMMITEE ACTION | [Main motions, seconds, results of motions] |

* 1. **PUBLIC COMMENTS**

|  |  |
| --- | --- |
| COMMENTOR (NAME; AFFILIATION,IF APPLICABLE) |  |
| TOPIC OF COMMENT |  |

1. **INFORMATION & ACTION ITEMS ** **Check Box for Citizen Resolutions**

+

**Add a Public Comment >>**

* 1. [DESCRIPTION OF TOPIC] [PRESENTER]

Clear Data Print... Save...

|  |  |
| --- | --- |
| CHECK ONE |  [ACTION ITEM] **OR**  [INFORMATION ITEM] |
| DISCUSSION SUMMARY | [Summarize subject of comment, position (if stated)] |
| COMMITTEE ACTION | [Main motions, seconds, results of motions] |
| FOLLOW UP ACTION & PERSON(S) RESPONSIBLE (if applicable) | DEADLINE (if applicable) |
|  |  |

* 1. [DESCRIPTION OF TOPIC] [PRESENTER]

|  |  |
| --- | --- |
| CHECK ONE |  [ACTION ITEM] **OR**  [INFORMATION ITEM] |
| DISCUSSION SUMMARY | [Summarize subject of comment, position (if stated)] |
| COMMITTEE ACTION | [Main motions, seconds, results of motions] |
| FOLLOW UP ACTION & PERSON(S) RESPONSIBLE (if applicable) | DEADLINE (if applicable) |
|  |  |

**Add an Information & Action Item >>**

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**WCC Meeting Minutes**

[Committee Title]

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1. **MEMBERS MATTERS**

|  |  |
| --- | --- |
| DISCUSSION SUMMARY | [Summarize subject of comment, position (if stated)] |
| COMMITTEE ACTION | [Main motions, seconds, results of motions] |

1. **ADJOURNMENT**

|  |  |
| --- | --- |
| **MEETING ADJOURNED** | **[Time]** |
| **SUBMITTED BY** | **[Committee Secretary]** |
| **DATE** | **[Date]** |

1. **APPROVAL OF MINUTES**

|  |  |
| --- | --- |
| PERSON(S) RESPONSIBLE | **[Committee Chair]** |
| **DATE\*** | **[Date]** |
| **\*Must be approved within 14 days of meeting** |