

**Soil and Water  
Conservation Program**  
Department of Natural  
Resources



# **Board Meeting Agenda and Minutes**



## **Public Notice**

Public notice of the meeting needs to be maintained with the minutes to indicate compliance with state law of posting the meeting notice 24 hours before the meeting

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## Suggested Order of Business (agenda)

- Call meeting to order
- Introduce visitors
- Read and approve minutes of the previous meeting
- Treasurer's report and approval
- Discussion of old & new business
- Approval of uncommon expenditures
- Approval/denial of cost-share contracts, change orders, and contract payments
- Correspondence
- Technician, NRCS, Extension & Other Reports
- Approval of new cooperators, cancellation of cooperators
- Closed Session (if needed)
- Plans for next meeting
- Adjourn



# Meeting Records

- Serves as official record of transactions and proceedings of the Board
- Becomes permanent record
- Should contain enough information to describe items discussed and action taken
- Reference to actions made by individuals
- Report all activity during the meeting even when no action is taken

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## Content of Minutes

- Meeting date, place, time, type (regular or special)
- Name of supervisors present & absent as well as others present
- Name of presiding officer
- Approval of minutes of previous meeting (once approved, copy should be sent to all supervisors and a copy should be scanned and submitted to the program office)
- Minutes signed by the Secretary and Chairman
- Treasurer's report (can attach Treasurer's report from accounting program)
- Appointment to committees
- Motions should be written in full including the maker, who seconded the motion, and the outcome of the vote
- Discussion of old business and new business
- Review and approval of conservation plans
- Approval/denial of cost-share
- Approval of new uncommon expenditures.
- Acceptance of new cooperators
- Correspondence – (ex. DNR memos)
- Committee, NRCS, MU Extension, and staff reports
- Closed session (motion needs to include specific reason)
- Plans for next meeting
- Time of adjournment



## Treasurer's Report

- Time period covered
- Balances
- Listing of income and disbursements
- Approval of Treasurer's report

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## Motions

- Who made the motion
- Who seconded it
- Discussion held
- Amendment (if any) maker and who seconded
- Motion written in full
- Outcome of the vote
- Votes count both yea and nay
- Board action requires consensus of at least 3 board members



## **Approval / Denial of Cost-Share**

- Approval or denial of contracts, change orders, or contract payments
- Contract number
- Landowner's name
- Practice type
- Amount approved





## **Closed Session Minutes**

- Specific reason for closing the meeting
- Minutes should reflect only that subject that was discussed
- Minutes should include motions made and voting results
- Minutes for closed meeting shall not be destroyed
- Minutes will be inaccessible to the general public unless requested by law