

# Wisconsin Conservation Congress

## WCC Secretaries Committee

### Meeting Minutes



ORDER OF BUSINESS	07/25/2012	3:00 PM	Schmeckle Reserve, Stevens Point
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#### I. ORGANIZATIONAL MATTERS

##### A. CALL TO ORDER

MEETING CALLED TO ORDER BY	Smokey Bear at 3:04 pm
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##### B. ROLL CALL

ATTENDEES	Roger Rabbit, Stinky Pete, Smokey Bear, Tinker Bell, K. Lee-Zimmermann
EXCUSED	King Kong
UNEXCUSED	Whoop C. Daisy
GUESTS	John and Jane Doe, Dr. Doolittle

##### C. AGENDA APPROVAL/REPAIR

DISCUSSION	None
ACTION	Rabbit moved approval, second by Bear, motion carried

##### D. REVIEW COMMITTEE MISSION STATEMENT

DISCUSSION	Please write the committee's mission statement in here so it will be recorded in the minutes!
ACTION	Bell moved approval as presented, second by Pete, motion carried

##### E. PUBLIC COMMENTS

DISCUSSION	Jane Doe wanted to thank the committee for all the good work they do as secretaries!
ACTION	None

#### II. INFORMATION & ACTION ITEMS

##### A. USING THE NEW MINUTES TEMPLATE

DR. DOOLITTLE

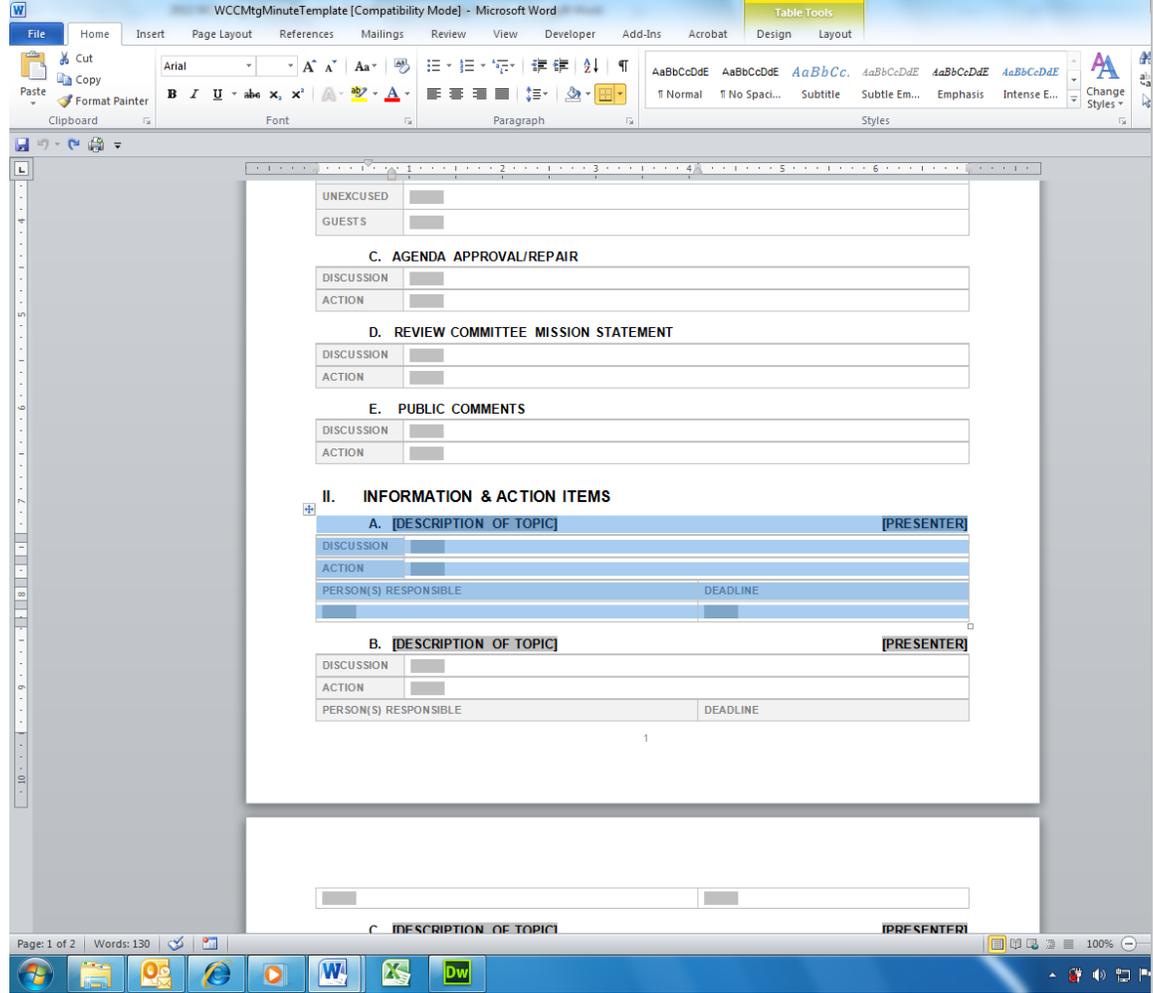
DISCUSSION	Dr. Doolittle presented the pros and cons of using the fillable form for taking minutes. The form seems like it will be beneficial once people get the hang of it. Like anything there will be a learning curve.	
ACTION	None	
PERSON(S) RESPONSIBLE	DEADLINE	
N/A	N/A	

##### B. HOW TO USE THE TEMPLATE

LEE-ZIMMERMANN

DISCUSSION	A lot of good discussion notes would be entered here on this topic. The notes can keep going and going if there is a lot of good discussion...the form will just keep expanding. If you need to add additional sections for additional action or information items, simply use your cursor to highlight (as
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indicated in the picture below) the entire section, copy it, and paste it below the last section.



You should have a new section for each information or action item on your agenda.

<b>ACTION</b>	Motion by Bear to request the Exec Council review this further, second by Rabbit, motion carried	
<b>PERSON(S) RESPONSIBLE</b>	Lee-Zimmermann will make request to Exec Council	<b>DEADLINE</b>
		Forward to Chair by December 1 to get on January agenda for Exec Council if approved

### III. MEMBERS MATTERS

<b>DISCUSSION</b>	Smokey Bear would like to remind everyone that <u>only you</u> can prevent forest fires.
<b>ACTION</b>	None

### IV. ADJOURNMENT

<b>MEETING ADJOURNED</b>	<b>4:15 PM</b>
<b>SUBMITTED BY</b>	<b>Stinky Pete</b>
<b>DATE</b>	<b>07/25/12</b>