

**Open Meetings Policy for sub-committees of the
Sporting Heritage Council**

The Sporting Heritage Council is a statutorily created body. Sub-committees of the Council are subject to the Open Meetings Law.

You must give a minimum of 24 hours notice of any meeting.

If possible, you should try to get a notice to Paul Holtan (paul.holtan@wi.gov) by the Friday before the week of your meeting. Paul Holtan sends out a report of all meetings to the statewide press and a govDelivery list that all interested parties will receive every Friday afternoon.

Of course you can send your notice to me Paul Heinen (paul.heinen@wi.gov) by Friday mornings and I will make sure that Paul Holton gets it.

Make sure that the following information is included:

Time

Place

Date

Contact Person

...and agenda if you have one

...or what issues you will be discussing