

County Deer Advisory Council Meeting Checklist for Chairs

The following is a list of resources available for your use, as well as a checklist of things to do before and after your meeting. All of the Resources items can be found on the CDAC web site under the Member Resources tab

Resources:

A variety of resources has been developed for your use and can be found at:

<http://dnr.wi.gov/topic/hunt/cdac.html>

- Local press release template (under Member Resources tab)
- Public Meeting Notice poster (under Member Resources tab)
- Meeting Agenda (under Member Resources tab)
- Post-Meeting Summary template (under Member Resources tab)
- Meeting notes template (under Member Resources tab)
- Unit-specific files for individual counties (under County Data tab)
- CDAC mission video

To Do Pre-Meeting:

- ✓ Work with your Wildlife liaison to pick a meeting date
- ✓ Select a meeting location that is handicap accessible, etc.
- ✓ Work with liaisons to bring any needed AV equipment if not supplied on site. Include necessary extension cords, screen, projector, laptop.
- ✓ Provide meeting dates and locations to DNR CDAC WEBMAIL (DNRCDACWEBMAIL@wisconsin.gov)

3 Weeks before your meeting:

- ✓ Notify local media of meeting:
 - Fill out and distribute the local press release
 - Post Public Meeting Notice posters around your county: clubs, businesses, etc.

Post-Meeting:

- ✓ Alternate Chairs: Using the Meeting Notes template, fill it out and email to DNRCDACWEBMAIL@wisconsin.gov (they will be posted to the CDAC web site)
- ✓ Alternate Chairs: Using the Post-Meeting Summary template, fill it out and email to DNR CDAC WEBMAIL