

Wisconsin Conservation Congress 2019 Fall District Meeting Agenda



ORDER OF BUSINESS

I. Organizational Matters

~7:00 pm

A. Call to Order

B. Roll Call & Delegate Introductions

Delegates and any youth delegates in attendance should introduce themselves, along with the county they represent.

Per the Code of Procedure, attendance and minutes will be taken at the district meetings.

C. Introductions of non-Conservation Congress delegates in attendance.

Request that those in attendance from the DNR and the public introduce themselves and state their affiliation.

II. Informational Items and Program Updates

A. Department of Natural Resources Staff Updates

During this portion of the meeting, DNR regional staff in attendance are encouraged to share information regarding their programs, upcoming meetings and current issues.

B. Conservation Congress Updates

1. Guidance for upcoming committee meetings

*Councilors should discuss with their districts the guidance for conducting the WCC's committee meetings, protocols for handling resolutions, and expectations for interactions with the public and participating DNR staff. It is important for committee members to understand their role in the committee, the expectations for committee leaders, and the role of DNR liaisons. If everyone understands and fulfills their respective roles at WCC committee meetings, the meetings tend to go more smoothly. **NEW THIS YEAR:** Committee Chairs, Vice Chairs or Secretaries need to send an email to Justin Loehrke (thanksgiving1122@hotmail.com) with the date of the meeting and important agenda items. Also, within 14 days after the meeting, a summary of the meeting needs to be sent to Justin.*

2. WCC advisory committee assignments

Delegates should review who is representing their districts on the various advisory committees. Councilors should review with your district any openings that there may still be on committees, in addition to persons not assigned a committee and determine if there are any delegates that wish to fill the open seats for your district. If so, please let Kari Lee-Zimmermann know following your district meeting.

a. Review the resolutions that originated from your district

Look at the resolutions that came from your district and help review the rationale and background from your local district perspective so that the respective members on the various advisory committees can bring that to their committees.

b. WCC advisory committee evaluation forms

Following your committee meeting, please take the time to complete the WCC Advisory Committee Evaluation Form and provide leadership with input and feedback on how well the committee functioned. Visit <http://dnr.wi.gov/about/wcc/local.html> and click on Advisory Committee Evaluation Form under Delegate Resources.

c. Delegate reimbursement process

The mileage rate remains \$0.40 per mile for 2019. There is a fillable travel voucher online along with reimbursement guidance under Delegate Resources (<http://dnr.wi.gov/about/wcc/Documents/DelegateResources/TravelVoucherGuide2017.pdf>). Please carefully review the guidance document that is online with your district delegates so that everyone is clear

about what expenses are reimbursable and what the timelines are for requesting reimbursement. Vouchers needs to be filled out, printed, signed and mailed in to the DNR Liaison (Finance wants an actual signature, not a copy of one, so no emails/faxes). In addition to the W9 that the state needs to have on file for reimbursements, there is also a STAR vendor form that needs to be completed. Both are available online under Delegate Resources.

d. **Unexcused Absences**

*Councilors should discuss with their districts the importance of attendance at WCC meetings and reiterate the new WCC policy that **ALL delegates** must contact the chair and indicate if he or she will be in attendance. Unexcused absences from committee meetings may be grounds for dismissal from a committee and unexcused absences from required WCC meetings could be grounds for dismissal from the Congress. Per the COP, it is the responsibility of delegates to double check the minutes to ensure attendance is accurately reflected.*

3. **Filling vacancies on county delegations**

If there are vacancies in counties within your district, the county chairs in those counties may appoint someone to fill the vacancy. Please talk with the county delegations about how to identify and locate interested parties and work with them to get them appointed.

4. **WCC Outreach**

a. **Conservation Chronicle**

Please send in articles or write ups on delegates or happenings around the state for inclusion in the Conservation Chronicle. They don't have to be long and you don't have to be a writer to send them in. It is a great way to share information with the other delegates around the state. The Chronicle will be coming out in the next couple weeks and will only be available online (except that hardcopies will be mailed to those individuals without email).

b. **Presentations available for WCC delegates (standing item on agenda)**

Please remind WCC delegates that there is a PowerPoint WCC outreach presentation available under delegate resources that delegates can take to organizations and give to help spread the word about the WCC. If there are delegates wanting to give educational talks to folks in their county about the WCC, this is a helpful tool to use. Also, WCC brochures can be obtained by requesting them from Kari Lee-Zimmermann or Michael Schmit.

c. **Sharing WCC press releases, events, etc. with community, friends, etc. on social media and through other outlets.**

As Outreach is our #1 Strategic goal and priority for 2019, it is important that all WCC delegates share the WCC press releases and events in each of your local areas. This includes local newspapers and radio stations, community events calendars and bulletin boards, etc For WCC events, write a special invitation to local groups and clubs to attend your event. The more publicity we all do, the more we will spread awareness about the WCC. And don't forget to send us your information (write ups, pictures, etc) so we can post it on our Facebook page. You can send to Terri Roehrig (troehrig@yahoo.com) or Justin Loehrke (thanksgiving1122@hotmail.com). It takes all of us to do Outreach!

5. **Youth Conservation Congress (standing item on agenda)**

Be sure to engage any YCC delegates in attendance at your district meetings, ask them about any YCC activities or experiences they may want to share, and continue to encourage delegates to reach out to schools and youth in their areas to promote the Youth Conservation Congress program. Delegates on the YCC Oversight Committee may have additional information to share about the status of this youth engagement opportunity. This is an opportunity to educate new delegates (and remind long-time delegates) about this program.

3. Member's Matters

Delegates have the opportunity to bring issues up for discussion before the district delegation.

4. Adjourn