

THE SWCD BOARD MEETING-

THINGS TO BE AWARE OF AND
THINGS TO BEWARE OF

BE WARE:

- **Make sure you have a legal meeting**
 - **Agenda posted 72 hours ahead of meeting at the County Clerk's office or on SWCD Website & at the administrative office of the SWCD**
(Sec.551.054 Texas Open Meetings Act)
 - **Quorum is Present (3 board members)**
(Title 7, Section 201.078, Subchapter D Texas Agriculture Code)
 - **You are meeting within the District**

BEWARE

- Amended Agenda-
 - *prior to 72 hours before meeting, cannot be changed after
- Emergency Meeting
 - *2 hour posting requirement
 - *Should only be held if there is a reasonably unforeseen situation or threat to public health and/or safety

EXAMPLE AGENDA

Temple Soil & Water Conservation District

PO Box 658

Temple, TX 76503

800.792.3485

Notice of a Regular Board of Directors Meeting

Pursuant to section 551.041 of the Texas Open Meetings Act, notice is hereby given that :

The Temple Soil & Water Conservation District will meet at **9:00 A.M.** on **Friday, July 18, 2015**, at the **USDA Service Center located at 1700 North Street, Temple, Texas, 76503.**

The following items will be discussed or acted upon:

AGENDA

1. Call meeting to order and establish a quorum
2. Prayer and Pledge of Allegiance (Optional)
3. Approval of minutes of Previous meeting
4. Review and Approve Financial Report
5. Review Correspondence
6. Old Business (Optional-can include as regular agenda items)
 - a. Take action on planning for Zone 2 Director election
 - b. Discuss Status of Open Meeting Act Training for All Directors
 - c. Update on status of Technology upgrade
7. New Business
 - a. Consider/take action on requests for dues
 - *NACD
 - *ATSWCD
 - *Chamber of Commerce
 - b. Consider/take action on requests for sponsorships & donations
 - c. Review and possible approval of WQMP related items
 - d. Approval of Matching Funds Request
 - e. Approval of Reimbursement Requests
 - f. Personnel-employee annual review
 - g. Approval of Conservation Plans & Cooperator Agreements
8. Agency Representative Reports of Monthly Activities
9. Approval of Bills and Disbursements
10. Adjourn

The Temple SWCD may convene in executive session on any of the above items in accordance with Subchapter D, Sections 551.071-551.076 of the Texas Open Meetings Act.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for those who are deaf or hearing impaired, readers, large print or Braille, are requested to contact Suzie Soil at (123) 456-7890 ext. 3, two (2) days prior to the meeting so that appropriate arrangements can be made.

The Public Is Invited to Attend this Meeting.

Be Ware

SOIL AND WATER CONSERVATION DISTRICT

P. O. BOX 658
TEMPLE, TEXAS
(800) 792-3485

Meeting Notice

Agenda

1. Call To Order
2. Minutes
3. Bills
4. Correspondence
5. Reports
6. Adjourn

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Example Financial Report

Temple Soil & Water Conservation District #000

7/2/2016

State Fund:

<u>Date</u>	<u>Check #</u>	<u>Description</u>	<u>Deposit</u>	<u>Credit</u>	<u>Balance</u>
5/1/2016		Beginning Balance			\$19,211.64
5/8/2016		Comptroller 5% Admin 503	\$1842.11		\$21,053.75
5/14/2016	2289	Suzie Soil- April Salary		\$412.52	\$20,641.23
5/23/2016		Comptroller - Matching Funds	\$853.70		\$21,494.93
5/30/2016		Ending Balance/bank stmt. Bal			\$21,494.93
Outstanding Checks					\$21,494.93
6/1/2016	2290	Suzie Soil- May Salary		\$840.44	\$20,654.49
Check Book Balance					\$20,654.49

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Beware of “Rabbit Chasing”

