**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.