



# MEETING AGENDA EXAMPLE 1

## Long meeting

Long LWG Template Agenda  
Local Working Group Invitation Here  
(Name of organizing group plus NRCS)

Date:

Time:

Address:

### **Welcome and instructions- District and NRCS Designated Conservationist (5 mins)**

1. Purpose and Goals
2. Introductions
3. Introduction of Facilitator

### **Overview of Local Working Group formation and Role (10 minutes)**

#### **NRCS Report (10 Minutes)**

1. Previous year accomplishments- (Show on large map)
2. Changes for coming year
3. Ranking Pools
4. State available money (not specified by National)

#### **District Report (10 Minutes)**

1. LWG report on previous year findings
2. Previous year accomplishments- (Show on large map)
3. Planned work for coming year

#### **Breakout Sessions (40 Minutes) (Provide large map to show areas of concern)**

1. Break into groups - facilitator
2. Select Secretary for each group
3. Groups discuss problems and suggest where they would like to see money

#### **Break (15 minutes)**

**Large group discussion (30-45 minutes)**

1. Secretary for each group reports out top three to five problems they deem most important to fix
2. What outcome do you want
3. Allow individual discussion on reported item

**Explanation of the process moving forward (15 minutes)**

1. How the District and NRCS will use the data
2. Expected response time from the State Technical Committee

**Discussion of next meeting date and time (5 minutes)**



# MEETING AGENDA EXAMPLE 2

## Short meeting

LWG Template Agenda  
Local Working Group Invitation Here  
(Name of organizing group plus NRCS)

Date:

Time:

Address:

**Welcome and Instructions (10 minutes)**, CD official or designated CD representative

**Previous year goals and progress on those goals (10 minutes)**, Official or NRCS designated conservationist

**Overview and Purpose of Meeting (30 Minutes), Designated Conservationist (Provide maps)**

- A. General description of NRCS spending and practices as well as location
- B. New or changes in funding - Assigned Conservationist

**Priorities, CD Official (40 Minutes)**

- A. Participants identify local problems in general
- B. Participants identify specific Natural Resources
- C. Participants suggest specific possible needed outcomes

**Review and Close (15 minutes)**

**CD Official (after the meeting)**

- A. Review information received to ensure accuracy
- B. Discuss what will happen to information