



Board of Directors

Minnesota Shade Tree Advisory Committee

Agenda Format for Semi-Annual Board Meetings

1. Call to Order.
2. Introduction of New Members & Guests.
3. Approval of Minutes of Previous Board Meeting.
4. Standing Committee Reports (incorporates ad hoc sub-committee and task force reports- introduce applicable action motions on report recommendations).
5. Permanent Entity Updates (applicable activities).
- (March Meeting) 6. Annual Reports for Regional STAC's (when applicable).
7. Non-Board Partner Liaison Updates (written report acceptable).
8. General Membership Meeting Report (includes minutes from membership meeting).
- (October Meeting) 9. Election of Vice President.
- (March Meeting) 10. Appointment of Standing Committees and Chairpersons.
- (March Meeting) 11. Adoption of Annual Plan of Work.
12. Establishment of Ad Hoc Sub-committees.
13. Adoption of Administrative Policies (when applicable).
- (October Meeting) 14. Approval of Annual Legislative Report (review of submitted draft).
- (October Meeting) 15. Confirmation of Short-Term Non Designated Board Member Selections.
16. Old Business (carry over from prior Board meeting).

17. New Business (introduced by any Board Member-supporting documentation for distribution desirable when applicable).
18. Establishment of Ad Hoc Board Panels (when applicable-might occur as result of New Business actions).
19. Establishment of Task Forces (and adoption of their respective mission statements- might occur as result of New Business actions).
20. Determine Details of Next Board Meeting (e.g. date, time & location).
21. Adjournment (reconvene as Urban Forest Council-see UFC Standing Committee Agenda Formula).

Note: The printed Agenda should show each agenda item or category with its respective required action (e.g. “adoption or approval motion”, “for information purposes”, “issue discussion”, “acceptance of report” or “update”), recommended time allowance and presenter.