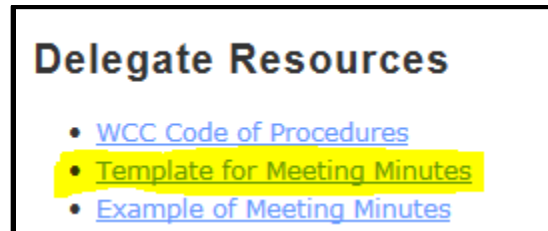
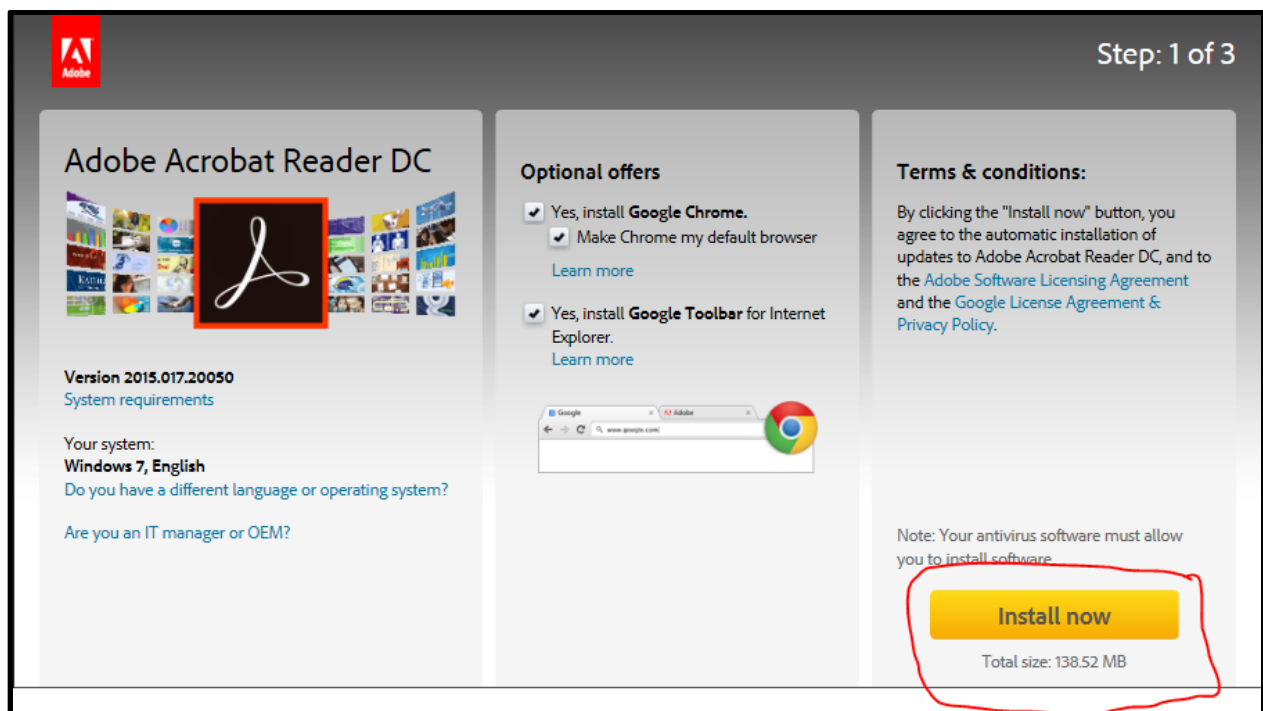


## Instructions for New Fillable PDF Meeting Minutes Template

1. Open the Meeting Minutes Form (8300-026) off of the WCC local delegate resources webpage. You can choose to save the template to your computer by right clicking and choosing the "Save target as..." option. Make sure you choose a name and file location that you will remember when you are saving the document.




- You will require Adobe Reader version 9 or newer to be able to use the PDF as a form. Most newer computers will automatically have this installed.
- Adobe puts out an update for their Reader program often. If the PDF does not open or you receive an error, Google search Adobe reader and use their webpage to download the latest version.



**\*\*Note\*\*** If you are using an older computer (Mac/Apple pre-2010 or a PC pre-2010) you may not be able to update to version 9 or newer. For some reason the programming is not compatible. You will be required to use our older Word version of the Meeting Minutes form.

- Once the meeting minutes template form is open you will immediately be able to type in the text boxes. Everything that you are allowed to change will have a light blue background color.

Wisconsin Conservation Congress			 <b>WCC Meeting Minutes</b> Form 8300-026 (R 09/16)
[Committee Title]			
Meeting Minutes			
<b>ORDER OF BUSINESS</b>	[Date]	[Meeting Time]	[Meeting Location]
<b>I. ORGANIZATIONAL MATTERS</b>			
<b>A. CALL TO ORDER</b>			
Meeting called to order by [Committee Officer] at [Time]			

- Please fill in the information asked for in the bracketed text. Simply click the area you wish to add text and begin typing.
- The date of the meeting can be typed in mm/dd/yyyy format or selected from the dropdown calendar by clicking on the **down arrow** to the right of the text box.

<b>ORDER OF BUSINESS</b>		▼	[Meeting Time]
<b>I. ORGANIZATIONAL MATTERS</b>			
<b>A. CALL TO ORDER</b>			

- Section I of the template should be filled in the same way as the previously used Word version of the minutes template. Type the information in the boxes provided.

## Two Options for Section II

3. If the meeting is a committee meeting that reviewed citizen resolutions, **click** the box that says “Check box for Citizen Resolutions”.

II. INFORMATION & ACTION ITEMS		<input type="checkbox"/> Check Box for Citizen Resolutions
A.	[DESCRIPTION OF TOPIC]	[PRESENTER]

- This will cause Section II.A to now have sub-categories.

### Unchecked

II. INFORMATION & ACTION ITEMS		<input type="checkbox"/> Check Box for Citizen Resolutions
A.	[DESCRIPTION OF TOPIC]	[PRESENTER]
	DISCUSSION	
	ACTION	
	PERSON(S) RESPONSIBLE	DEADLINE

### Checked

II. INFORMATION & ACTION ITEMS		<input checked="" type="checkbox"/> Check Box for Citizen Resolutions
A.	<b>Citizen Resolutions</b>	
1.	Res. #750116- Make littering a felony	Whoop C. Daisy
	DISCUSSION	Daisy believes there should be a really severe punishment for people who throw trash out of their cars or litter on state land. It is unsightly, bad for wildlife, and the environment. She feels it would be an effective deterrent for would-be litter bugs and this strictly enforced policy has had beneficial results in Canada. The committee agrees littering is awful and action should be taken to curb it. There was interest in seeing sentencing include more community service to pick up trash.
	ACTION	Roger Rabbit moved to advance, second by Pokey Pete. Motion passed
	PERSON(S) RESPONSIBLE	DEADLINE
	Chair Smokey Bear will draft question for advancement	Two weeks
2.	[DESCRIPTION OF TOPIC]	[PRESENTER]
	DISCUSSION	

- Section II.A will need to be titled “Citizen Resolutions.”
- Section II.A.1 will become the first citizen resolution discussed.
- If you require more than two sub-categories (i.e. Section II.A.3) click the plus box on the lower right corner of the Section II.A.2 box. A new category will appear.

2.

[DESCRIPTION OF TOPIC]	[PRESENTER]
DISCUSSION	
ACTION	
PERSON(S) RESPONSIBLE	DEADLINE

+

- You will notice that once extra sub-categories have been added a minus box will appear to the left of each section. If you accidentally add more sub-categories than you need, simply click the minus box to the left of the sub-category you wish to remove and it will disappear.

3.

	[PRESENTER]
DISCUSSION	
ACTION	
PERSON(S) RESPONSIBLE	DEADLINE

+

- << Delete Agenda Item

4. If the meeting does not require sub-categories for Section II.A, simply proceed as normal.
- If you reach Section II.B and require subcategories we will be required to type them into the discussion box using the same format on the committee meeting agenda (i.e. if the agenda uses lowercase letters, please use lowercase letters on the minutes).
  - If you require more than three categories to Section II, please click the plus box to the lower right corner of Section II.B.

B.

[DESCRIPTION OF TOPIC]	[PRESENTER]
DISCUSSION	
ACTION	
PERSON(S) RESPONSIBLE	DEADLINE

+

- You will automatically create Section II.C
- Every time you click the plus box a new subsection will be created (i.e. Section II.D, Section II.E, etc.).
- If you mistakenly create too many subsections, you will notice that minus boxes have appeared to the left of the new categories. Please click the minus box next to the subsection you wish to remove.

c.

	[PRESENTER]
DISCUSSION	
ACTION	
PERSON(S) RESPONSIBLE	DEADLINE

+

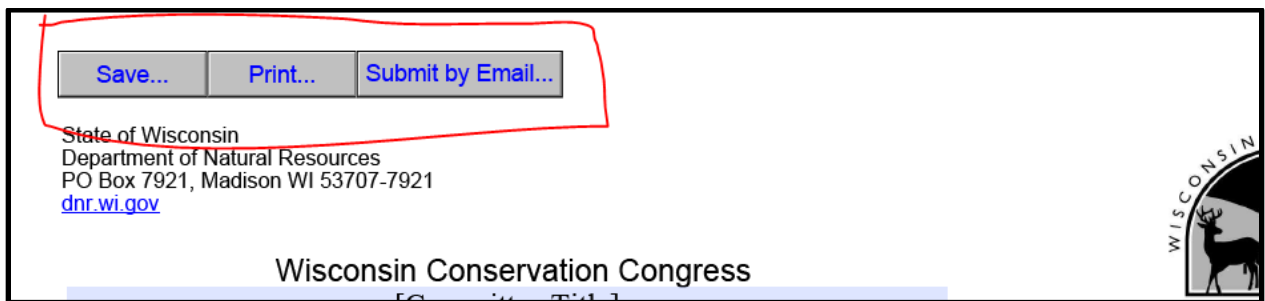
-

## Section III and IV

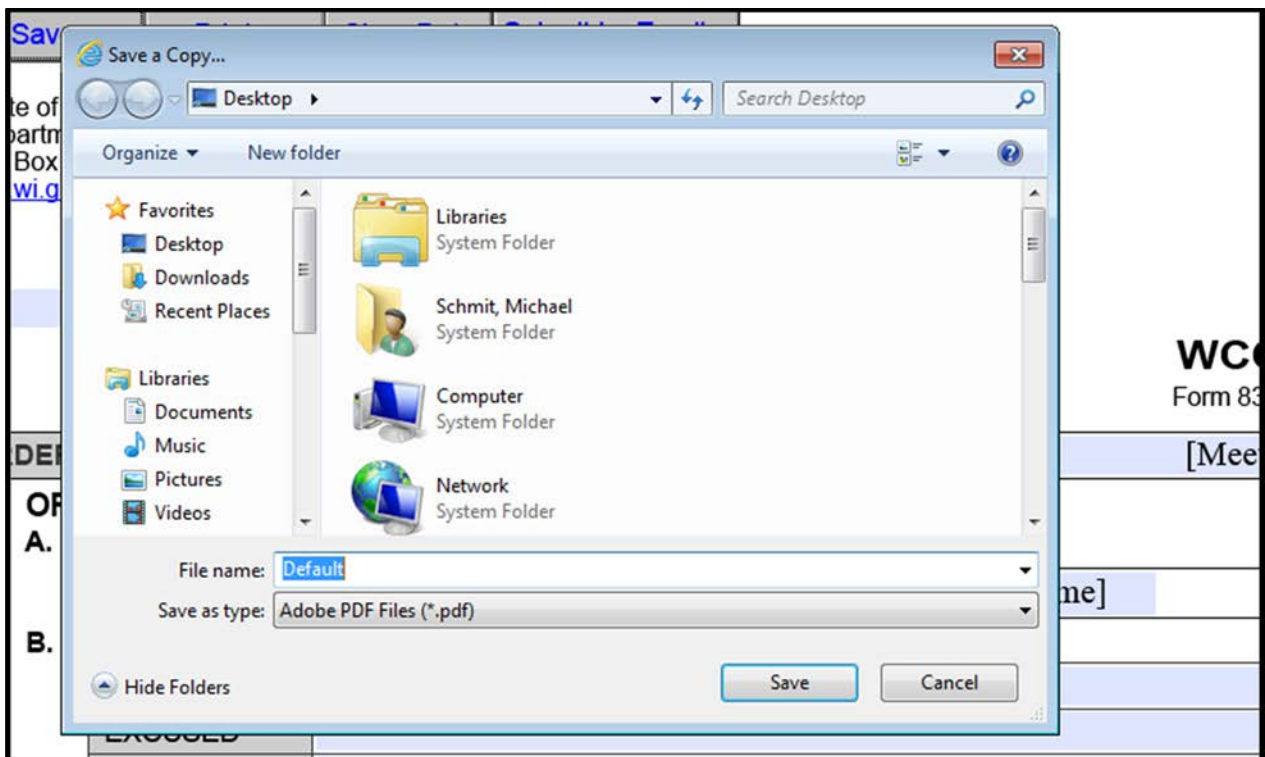
5. Please fill out Sections III and IV as you have in the past. Nothing has changed with these sections.
6. Once you have finished your meeting minutes you can proceed to using the quick step buttons located in the upper left corner of the template to save, print, and/or submit via email.

## Using the Quick Step Buttons

7. At the top of the form you will see new “Save,” “Print,” and “Submit by Email” Buttons.



**Save** – At any point, while filling out your template, you may press the save button. This will open a “Save As” Window.



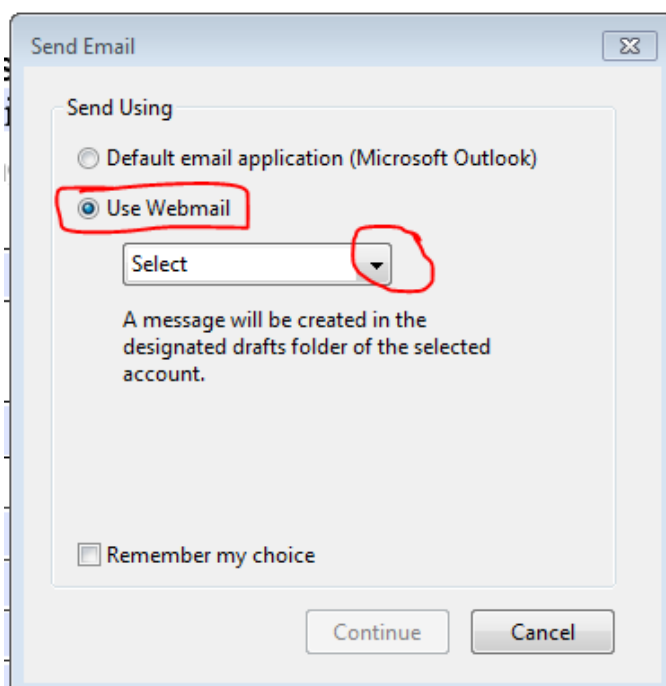
- Select a file name for your document other than “Default.”
- Choose a file location.
- Click “Save.”

**Print** – This will open a “Print” window.

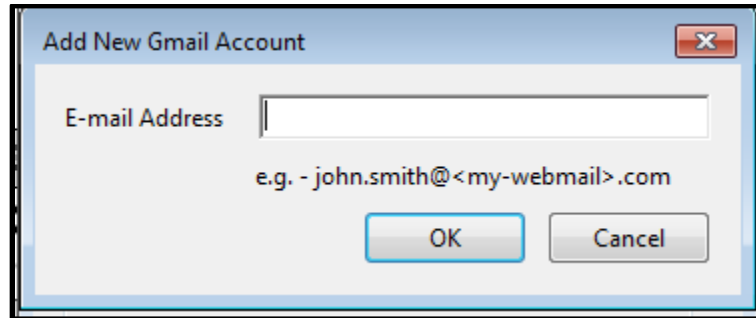
- You may choose your printer and click on print to see what your meeting minutes look like in a hard copy format or to submit by US mail.

**Submit by Email** – This will allow you to email your minutes directly to Kari, Michael, your committee chair for review/approval, or anyone else you so choose.

- Click the “Submit by Email” button and a window (see below) will open.
- You will be given two options “Default email application” or “Webmail.”
  - The Default will use either Microsoft Outlook or Mac/Apple Mail applications.
    - You will choose this option if you open your email by clicking either the Microsoft Outlook Icon or the Mac/Apple mail Icon.
    - Once selected, click continue. The document will automatically open your email and create a draft ready to be sent.
  - If you open your email through a webpage, in which you are required to enter a username and password, please use the “Webmail” option (see below).
    - You will be prompted to select “Gmail”, “Yahoo”, or “Other” from the drop-down menu by clicking the down arrow.



- Once you select your email carrier a new window will open and ask that you fill in your email address. Do so and click OK.



- You may then choose to allow the form to remember your choice for any future use by selecting the check box in the bottom left corner of the window.
- Click continue in the bottom right corner of the window.
- A new window will open and you will be prompted to sign in to your email account (you may choose to sign in to your email prior to these steps).



- Once signed in, a draft email will be saved to your “Draft Folder” in your email with the PDF and message already attached.
- You may choose to add additional recipients to the email before you send, but it will automatically add Kari and Michael.  
**\*\*Note\*\*** If it is easier for you to save a copy of your completed minutes on your computer and attach it to an email on your own, please feel free to do so.

### **Other Things to Consider**

- Do not use the “Tab” key to indent. With this type of form, “Tab” will move your cursor to the next available text box.
- You do not have to use the Quick Keys. This document will print and save using the standard steps under the “File” tab. If you are more comfortable using this method, please do so.
- Each of the text boxes will expand once you move to the next box. The boxes will not change size until this happens. You will then be able to go back to a previous box to make edits or review.
- You can copy and paste text from a Word Document into this form. If it is easier for you to type up the minutes in a Word doc and use the copy/paste function to fill out the template, feel free to do so.
- If you have any questions, please contact Michael Schmit at (608) 261-6431 or [michael.schmit@wisconsin.gov](mailto:michael.schmit@wisconsin.gov).