**Name of Advisory Committee**

**Date**

**Location of Meeting**

1. Call to Order: [Time] by [name of chair/acting chair]
2. Roll Call:

Members Present:

Members Absent (Excused):

Members Absent (Unexcused):

Number Needed for Quorum on AC:

List of User Groups Present:

1. Approval of Agenda:
2. Approval of Previous Meeting Minutes:
3. Fish and Game Staff Present:

1. Guests Present:
2. Old Business:
3. New Business:

[record minutes here. Add comments template for relevant BOF/BOG meetings as needed.]

Adjournment:

Minutes Recorded By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_