**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. Fish and Game Staff Present:

1. Guests Present:
2. Approval of Agenda
3. Approval of Previous Meeting Minutes
4. Reports
   1. Chair’s report
   2. ADF&G
   3. Others
5. Public Comment
6. Old Business
7. New Business
8. Select representative(s) for board meeting
9. Set next meeting date
10. Other
11. Adjourn

Adjournment:

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

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

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