



To: All Conservation District Chairs

From: Lisa Knauf, District Services Director

Date: December 21, 2006

RE: 10-Minute Guide Series to District Director Responsibilities

Beginning in January 2007, the District Services Division is launching a new effort to provide training to district directors. Please find enclosed the first in a continuing series of discussion topics designed to help district directors become more knowledgeable about their roles and responsibilities as public officials.

We are sending this first guide to the Chairman at home via regular mail along with this memo to introduce the concept. This and future guides will be emailed to your district in time for the board meeting as well as posted to the Commission's website (www.conservation.ok.gov). Please visit with your district staff about methods to circulate the guide prior to your board meeting for all members to review.

We are asking that you take 10 minutes during your board meeting to discuss this topic. The agenda item on your board meeting agenda should read: 10-minute Guide Series Discussion Topic – Oklahoma's Open Meeting Act.

After your discussion if you find you have additional questions related to the topic, please feel free to give me a call. We will arrange for someone to attend an upcoming board meeting to discuss the topic in greater detail.

We hope that you find this effort useful to you as you continue your public service as a district official. Please let us know if there are specific topics you would like developed in the coming months. Any other feedback or constructive criticism would also be welcome.

I can be reached by calling (405)521-6797 or (405)990-1947, email:
lisa.knauf@conservation.ok.gov.