

Council on Forestry: Instructions for Noticing Public Meetings

Background

Any time 6 or more council members are at a meeting that covers a topic within the jurisdiction of the council, that meeting is required to be open to the public and publicly noticed. Public noticing for all open meetings occurs in three outlets: Office of Communications open meetings page, the State Journal, and via GovDelivery. The second page of this document contains brief descriptions of these three outlets.

Instructions for requesting a noticed public meeting

- Send your public notice requests to abby.widell@wisconsin.gov at least 14 business days ahead of the meeting. This will allow two days of turnaround time for Abby to create the notices and meet the public notice outlet deadlines.
 - Please also CC amandaa.koch@wisconsin.gov in case of any unexpected absences.
 - Planned absences will be noted in Abby's out of office email reply. If you need assistance in noticing a meeting during an absence, please send your request to the individual identified in her out of office reply.
- In your request, please include the following:
 - Meeting date and time (both start and end time)
 - Meeting location (full address and include room number/name)
 - If there is a virtual option, share any registration links/requirements or passcode information.
 - Provide a list of topics to be discussed (no need to include specific times/people involved).
 - Identify any action items.
 - If applicable, provide a web URL where more information on the meeting and agenda can be accessed.
 - Include name and contact information of "primary contact", which would be the point person for any meeting related questions.
 - Provide any other relevant information or instructions (i.e., in-person meeting registration requirements).
- You can expect that Abby will let you know once the public notices have been posted or shared.

Description of Public Noticing Outlets

1. Office of Communications
 - a. Distribution: Public meeting information is posted to the O.C. public meetings page.

- b. Deadline: Posted no later than two weeks before the meeting. Submissions must be received at least 2 weeks and two business days in advance for the submission to be reviewed and posted by the deadline.
2. State Journal
 - a. Distribution: Information is posted in the State Journal.
 - b. Deadline: Notice request needs to be sent no later than the Thursday before a meeting, though best to send a week ahead.
3. GovDelivery
 - a. Distribution: Meeting notice is shared in an email message to Council on Forestry topic subscribers.
 - b. Deadline: Posted/shared no later than two weeks before the meeting. Submissions must be received at least 2 weeks and two business days in advance for the submission to be reviewed and posted by the deadline.

Examples of Notices

- DNR public meetings page example: [November Wisconsin Council On Forestry Meeting And Tour | Wisconsin DNR](#)
- GovDelivery Example Email:



The Council on Forestry will hold an in person meeting on Wednesday, Oct. 1 from 9 a.m. to 3:55 p.m. at the Rhinelander DNR Service Center, Conference Room 1, 107 Suttill Ave., Rhinelander, WI 54501. There will be a virtual option provided via Zoom.

The Wisconsin Council on Forestry will meet to discuss:

- Red Pine and Oak Reforestation Initiative Update; *Action Item: Approve Recommendations*
- Biennial Budget Update
- Council Discussion on Budget Priorities
- WEDC Update
- Strategic Plan and Roadmap Update
- Trees for Tomorrow Update
- Mass Timber
- State Forest Action Plan Highlights Report

Advanced registration is required for attendance. [Register for the virtual meeting option](#). If you plan to attend the meeting in person, please contact [Abby Widell](#) by Monday, Sept. 29.

For more details, the agenda and any supporting materials can be found on the [Council on Forestry webpage](#).

Questions? Email Abby Widell at Abby.Widell@wisconsin.gov.