



Natural Resources Conservation Service
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"Transmitted via Email"

October 6, 2003

MINNESOTA BULLETIN NO. 250-4-3

SUBJECT: FNM - MEETINGS, CONFERENCE, ETC. - MASWCD ANNUAL CONVENTION

Purpose. To provide authorization for attendance at the subject meeting.

Expiration Date. December 30, 2003.

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) will be holding their Annual Convention and Trade Show at the Radisson Hotel South in Bloomington on November 30 – December 2. The theme for the meeting this year is *The Conservation Equation – Leadership + Local Action = Lasting Value*. The following employees are authorized to attend:

- State Conservationist, all Assistant State Conservationists, Public Affairs Specialist -- government time, government expense.
- District Conservationists accompanied by **three or more district supervisors** (pending ASTC (FO) approval) -- government time, government expense (except those within reasonable commuting distance).
- District Conservationists accompanied by **two district supervisors** (pending ASTC(FO) approval) -- government time, employee's expense.
- District conservationists who have not previously attended an annual meeting, when it is documented as necessary training on the Employee Development Plan -- government time, government expense -- the District Conservationist must be accompanied by at least **one district supervisor**.

District Conservationists should provide their Assistant State Conservationist (FO), November 4, 2003, a listing of names from the last three categories who are requesting participation so travel authorizations may be prepared at the Area level. Copies of these travel authorizations to be forwarded to the Financial Management Section.

All of the convention information is available on the MASWCD web site at www.maswcd.org, under the *Annual Convention* link.

WILLIAM HUNT
State Conservationist

DIST: AO