



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Phone Number (651) 602-7900
Fax Number (651) 602-7914

Transmitted via E-mail

MINNESOTA BULLETIN NO. 250-8-2

October 29, 2007

SUBJECT: FNM – Meeting – MASWCD Annual Meeting and Trade Show

Purpose. To provide authorization information for attendance at the MASWCD Annual Meeting and Trade Show.

Expiration Date: December 30, 2007.

ACTION DUE BY: NOVEMBER 7, 2007

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) will be holding their 71st Annual Meeting and 17th Annual Trade Show at the Mayo Civic Center in Rochester, MN, December 2-4, 2007. The theme for the meeting this year is **“Food, Fuel, and the Future of Conservation.”** The following employees are authorized to attend:

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

DCs and ASTCs who have District Supervisors or producers within your district/area receiving an award may attend the luncheon at government expense. Attendance of the employees at the meals is necessary to full participation in the business of the conference, and the employee is not free to take the meals elsewhere without being absent from an essential part of the conference.

By **November 7, 2007**, District Conservationist should provide their ASTC (FO) a listing of names from the last three categories who are requesting participation so travel authorizations may be prepared at the Area level. All of the convention information is available on the MASWCD web site at www.maswcd.org under the Annual Convention Link.

/S/
WILLIAM HUNT
State Conservationist

DIST: AE

Helping People Help the Land

An Equal Opportunity Provider and Employer



