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**AGENDA**  
**Public Records Board**  
**Operations and Training Advisory Committee**  
**November 14, 2016**  
**10:30 am – Noon**  
**Department of Administration Building**  
**St. Croix Conference Room**  
**101 East Wilson Street**  
**Madison, WI**

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1. Call to Order (Broady-Rudd)
2. Introductions
3. Comments from Chair (Broady-Rudd)—The Chair will discuss the direction of the Committee, development of a plan to address training and other deliverables, and the role that the committee members and the records management community will play in helping to shape the go-forward plan.
4. Legal Responsibilities of the Committee and its members (Betsy Winterhack, DOA Legal Counsel)—The Committee will discuss open meeting and public record requirements.
5. Discussion on Organization and Mission of the Committee—As this is the first meeting of the Operations and Training Advisory Committee, this will be an organization meeting where the committee members will discuss future meeting times and dates, mission and focus of the committee and possible projects for the committee.
6. Designation of a Committee Secretary – The Committee will designate a member to serve as the Secretary with duties including setting up meetings, assisting with agendas, drafting minutes and noticing meetings.
7. Adjourn