

**CDV Meeting Checklist**  
**Tuesday October 13<sup>th</sup>, 2015 from 10:00 a.m. to 12:00 p.m.**

DATE ✓	<b>BEFORE THE MEETING</b>	DATE ✓	<b>TAKE TO THE MEETING</b>
	Reserved conference room: <input type="checkbox"/> Reno Main <input type="checkbox"/> AG's Office <input type="checkbox"/> Other AGO-CC & AGO-LV		Note pad, pen/pencil, calendar, tape recorder, Agenda/Minutes for administrative assistant's use
	Check that draft minutes of previous meeting are completed		Attendance list & sign in sheets (members & public)
	Draft agenda from previous one using comments from the minutes if needed. Email to chair for approval/changes/additions. Include draft minutes for reference		3 copies of agenda/minutes from previous meeting and any handouts to be discussed at the meeting
	Once chair approves, email agenda to Ombudsman & DAG for final approval		Travel reimbursement forms (if needed)
	Confirm with committee chairs any documents to be distributed at meeting		<b>AFTER THE MEETING</b>
	Send helpdesk ticket for approved agenda to be posted to NCPDV section of AG website.		Send helpdesk ticket for posting approved minutes from previous meeting to AG website
	Email to post agenda to the Nevada Public Notice Website		Transfer meeting recording to G drive, give transcription of minutes
	Email approved agenda for posting per the Open Meeting Law (must be posted no less than 3 days prior to meeting date)		Send out calendar invite for next scheduled meeting if date is already decided
	Confirm receipt of completed <i>Affidavit of Posting</i> from all posting sites		Book conference room with front desk
	Send out calendar meeting invite to committee members if not already sent. Check responses for quorum.		*Follow up with members for any docs or assignments due before next meeting
	Email agenda (and draft minutes/any additional documents) to committee members one week prior to meeting (include call-in/access numbers)		Remove Meeting Date from CDV page on the AG's website.
	Send final reminder to committee members one day prior to meeting (include call-in/access numbers)		Add Meeting Date to CDV page on the AG's website.
			Added March 16 2015 meeting date folder to CDV 2015 Meetings folder.
			Update training

