

2013 Annual Report Preparation

- Report structure:
 - Include activities from November 2012-October 2013.
 - Similar format as 2012 annual report
 - Meeting materials will be included as appendices.
- Provide draft reports for comment at Council meetings in September, October and November.
- Incorporate comments and any additional activities that occur at these meetings (except November).
- Review third draft and approve report for production at November meeting.
- Provide a final report including CDs with electronic copies of the report and the appendices.

2013 Annual Report Development Schedule

- August 9 First draft to Kraig McLane for comment.
- August 26 Revised first draft for September Council package.
- September 6 Council meeting to review first draft.
- **September 13 Council and agency comments due on first draft.**
- September 23 Second draft for October Council package.
- October 4 Council meeting to review second draft.
- **October 11 Council and agency comments due on second draft.**
- October 21 Third draft for November Council package.
- **November 1 Council meeting to review third draft and approve report for production.**
- November 15 Provide final version of the Council's report.