

## **2014 Annual Report Development**

- Discuss draft report at September, October and November council meetings
- Draft report to council members 10 days before each meeting
- Council members provide written edits to staff 2 days before each meeting
- Approve final report at November 7 meeting
- Provide approved report to Florida legislative leaders, Lake County legislative delegation, SJRWMD Governing Board members, and council members. Post approved report on council's website.
- Report structure:
  - Include council activities from November 2013-October 2014
  - Similar format as 2013 annual report
  - Meeting materials included as appendices

<b>2014 Annual Report Development Schedule</b>		
08/26/14	First draft distributed to Council	Phase 1
09/03/14	Council member edits/comments due on first draft	
09/05/14	Council meeting to discuss first draft edits/comments	
09/23/14	Second draft distributed to Council	Phase 2
10/01/14	Council member edits/comments due on second draft	
10/03/14	Council meeting to discuss second draft edits/comments	
10/28/14	Final draft distributed to Council	Phase 3
11/05/14	Council member edits/comments due on final draft	
11/07/14	Council meeting to discuss and approve final draft	