



Mississippi River Parkway Commission
222 State Street, Suite 400
Madison, WI 53703



MRPC STATE ANNUAL REPORT

ANNUAL REPORT GUIDELINES

This report is intended to share with each state the activities and accomplishments of the reporting state commission since the prior Annual meeting. These reports are invaluable documentation for our archives. And, they can be used as a resource document of ideas and development possibilities.

The due date is 60 days prior to the Annual meeting date, and will be used by the Pilot to determine the Award Recipient for the **State Commission of the Year**.

The report should include:

1. A narrative of the activities and accomplishments since the prior Annual meeting and should be no more than 5 pages in length. Excerpts may be used for the Quarterly Enewsletter.
2. Copies of all minutes of state commission meetings for the prior year.
3. Current membership list of all commissioners, technical advisors/members, honorary members, including: complete addresses, telephone and FAX numbers and e-mail addresses.

Submit two (2) copies of your state annual report to the National MRPC Office **by the due date**.

Bring one (1) copy for each of the MRPC State Commissions to the Annual Meeting for distribution at the Board meeting.

It is not necessary to have fancy covers, photos, etc. The importance is the content.