



Massachusetts Society of Municipal
Conservation Professionals
PO Box 375
Lincoln, MA 01773
Email: massconpros@gmail.com

Brown Bag Lunch Series

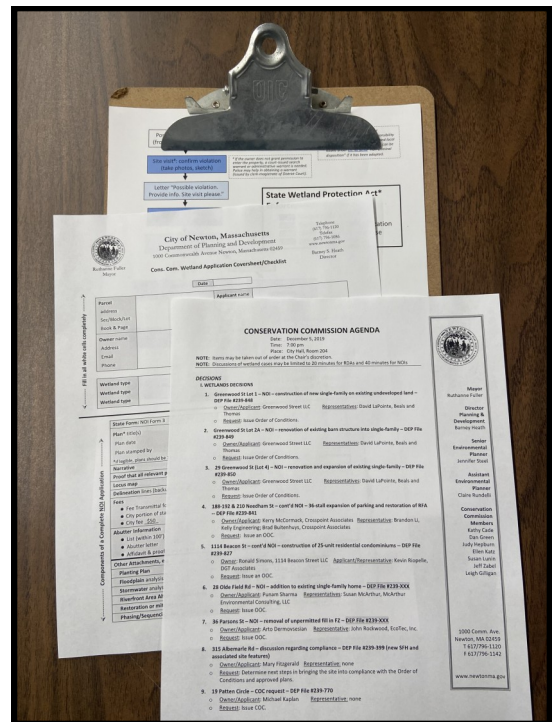
Running an Efficient Conservation Office Weston Police Dept. (Training Room)

180 Boston Post Rd By-pass, Weston, MA 02493

Wednesday, January 22, 2020

11:00pm-1:00pm

Jennifer Steel, Chief Environmental Planner, Newton, MA, will present some suggestions for administrative systems that can streamline your daily office responsibilities (agendas, minutes, Wetland Protection Act paperwork, etc.). She will illustrate strategies and provide templates that can help structure your tasks and help you use your time efficiently.



There will be a board meeting from 10-11. Everyone is welcome to attend. Please carpool if you can. RSVP at <https://tinyurl.com/msmcp1-22-20event>