

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL**

DRAFT AGENDA – UFC OFFSITE PLANNING MEETING

1. Welcome and introductions
 - a. Purpose and goals of meeting – Dan Flanagan
 - b. Review agenda for meeting – Mike Allison; (Mike will continue as meeting facilitator)
2. Developing a shared understanding of where we are now
 - a. History of UFC – what is important to learn from our first 10 years?
 - b. Council member responses to survey – what do we way about our priorities and expectations?
 - c. Stakeholder/Customer input – what do our customers say about our priorities and expectations?
 - d. Planning Department Master Plan – what are the implications for the UFC of the Planning Department’s outline?
 - e. Broad themes and implications from this information?
3. What is our vision for the Urban Forestry Council?
 - a. Each member to have a chance to offer thoughts
 - b. As a group we will look for common themes and implications for possible goals for coming year
4. Given our current situation and our vision, what are possible priority goals for the UFC this year (and the future)?
 - a. Each member to suggest possible goals
 - b. We will group and refine possible goals
 - c. Through discussion and possible use of taking straw polls, we will develop a tentative prioritization
 - d. Group will work to finalize top 3 – 5 goals
5. Action plans
 - a. Taking each goal in turn, we will seek to identify:
 - i. Major outcome sought (what is the measure of success?)
 - ii. Who will lead work on this topic (Council member or committee)
 - iii. What the first steps will be
 - iv. What resources might be required
6. Clarify next steps
 - a. Closing thoughts
7. Adjourn

For review in advance:

- History of UFC
- Responses to survey of UFC
- Responses to survey of stakeholder/customers
- Summary of Planning Department Master Plan