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**Fourth Draft objectives and agenda for 1999 Urban Forestry Summit**

**A. Summit Mission** (From original grant)

The mission of the statewide strategic summit is to (positively) influence the future direction of California's urban and community forests.

**B. Summit Goals - Draft**

1. Create greater shared understanding of mission, goals, strategies and definitions among the many supporters of urban forestry in California.
2. Stimulate networking and collaboration among urban forest stakeholders and leaders and greater understanding of their issues.
3. Consolidate regional caucus results and information
4. Identify and advance the implementation of statewide solutions and strategies.

**C. Summit Objectives - Draft**

1. Finalize a mission statement to guide urban forestry efforts in the state of California for the next five years.
2. Reach agreement on the priority urban forestry goals for the 3-5 year time horizon.
3. Prioritize a set of statewide solutions/strategies for advancing priority urban forestry goals.
4. Gain agreement on key definitions to use in the urban forestry movement in California. These include:
  - sustainable
  - stewardship
  - urban forest ecosystem
  - urban and community forestry
5. Develop a list of next steps for priority statewide strategies. Clarify who wants to do what. Schedule any subsequent meetings and workshops.

**D. Documents that will be in circulation before the Summit.**

1. Draft purpose statement(s) organized by "who", "what", "why" and "where". This will be used to build the mission statement which will include a "how" statement developed at the Summit based on the priority strategies the delegates finally choose.
2. Master list of goals with caucus "votes" listed and totaled with each. This will guide but not bind the Summit participants as they determine their own priorities.
3. Caucus and public proposed "state level" strategies organized by category.
4. List of caucus generated strategies and next steps by goal category. Include summary of caucus priorities for different strategies.

5. Draft list of definitions for key words and phrases
6. List of caucus participants and organizations they represent. (Should this also include their address, phone and email information.)
7. Cover letter providing welcome, logistical information, sponsors, contacts, website and email addresses and information, and agenda.

### **Day 1 Draft Agenda (anticipated participants - 100)**

- |         |   |
|---------|---|
| 8:00 am | Registration, pre-summit coffee and networking  |
| 9:00    | Introduction of resource people and welcoming speaker<br>(Mary Nichols)   |
| 9:30    | Review and approve groundrules and agenda   |
| 9:45    | Overview and review of draft urban and community forests purpose statement<br>Review and approve definitions.<br>Send unapproved definitions to committee for next draft at lunch.  |
| 10:20   | Explain Goal Breakout Group Process.  |
| 10:30   | Break. Reconvene in breakout groups   |
| 10:45   | Breakout groups discuss goals and solutions to problems.<br>Which goals should be achieved first? Which can wait?<br>What goals work together synergistically? Which lead to the best solutions?<br>Small group weighing exercise on breakout priorities. Does the group agree? |
| 11:45   | Lunch. Guest speaker  |
| 1:00 pm | Reconvene. Breakout groups report. 2 min each   |
| 1:20    | General discussion (one minute speaker time limit?)   |
| 2 pm    | Vote on priority goals for 5 year timeline. (Hand raising method.)  |
| 2:15    | Break.  |
| 2:35    | New breakout groups meet to discuss strategies (two goals per group)  |
|         | 30 min Debate priority statewide strategies in one priority goal  |
|         | 40 min Debate any strategy of interest to participants  |
| 3:45 pm | Break   |
| 4 pm    | Reconvene. Plenary discussion on priority strategies<br>(one minute time limit per speaker time)  |
| 5 pm    | Wrap up of the day and review voting procedures   |
| 5:30    | Reception starts  |
| 7 pm    | Reception ends. All strategy ballots due.<br>Participants on their own for dinner.<br>Steering committee meets  |

### **Day 2 Agenda**

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|---------|---|
| 8 am    | Pre-meeting coffee and conversation   |
| 8:30 am | Welcome. Review agenda and evaluation of Day 1.   |
| 8:45    | Review definition changes from yesterday. Finalize.   |
| 9 am    | Results of Day 1 Strategies vote.<br>Determine which strategies will be focus of different breakout groups      |
| 10 00   | Break   |
| 10:20   | New breakout groups meet on top priority strategies<br>Brainstorm and discuss next steps to advance strategies. |
| noon    | lunch   |
| 12:45   | Speakers (one or two legislative leaders)   |
| 1:30    | Break   |
| 1:40    | Reconvene and report from groups  |
| 2:20 pm | Plenary discussion on next steps.   |
| 3:00    | Summit evaluation and closing statements.   |
| 3:15    | Adjourn   |