

## **Sacramento River Watershed Strategic Planning (SRWSP)**

**Meeting Date:** March 8, 2003 (9 am - 6 pm)

**Meeting Location:** Butte Community College, Chico Center

**Cost:** \$5-25 sliding scale to cover logistics.

**Agenda Preparation and Facilitation:** Kevin Wolf, [kjwolf@dcn.org](mailto:kjwolf@dcn.org), Otis Wollan, [otis@foothill.net](mailto:otis@foothill.net)

### **Proposed Strategic Planning Meeting Goals:**

1. Environmental groups and their allies unite in advancing priority strategies and common goals.
2. Communication, planning and mutual support among environmental allies improves.

### **Proposed Strategic Planning Meeting Objectives:**

1. Prioritize 1 and 3 year restoration goals for the Sacramento River watershed.
2. Agree on the top strategies to pursue that will most effectively advance the priority goals.
3. Identify the substrategies, tactics and next steps to advance the top 3-6 priorities. Develop a process/committee for advancing these plans. Choose committee chairs and members if appropriate.
4. Determine how to work together over the next year and follow up on the meetings momentum.

### **Meeting Groundrules:**

1. Stay in speaking order. Only the facilitator can interrupt a speaker. Raise hands after a person is done speaking. Use "point of process" or "point of clarification" to speak out of turn.
2. Stay on subject. Don't discuss items off the agenda item.
3. Be concise. Don't repeat yourself or others.
4. Be polite and respectful to everyone.

### **Voting Process (if needed):**

(Note: The groundrules below were effectively used at the CA Urban Forest Summit in 1999.)

1. *Voting rights:* All participants who sign the participation agreement, including facilitators are eligible to vote.
2. *Calling the Question:* Anyone, including the facilitator, can use "point of process" to call the question and request a formal vote on a proposal. Upon such a call, the facilitator asks for a clarification of the proposal to be voted on. Once it is clear, the facilitator asks for a show of hands of those ready to end discussion. If 51% of voters raise their hands in support of an immediate vote, discussion is over and a vote occurs. If less than 50% support occurs, debate continues.
3. *Voting:* Once the question has been successfully called, the facilitators conduct a vote. A 75% supermajority of the number of the combined Yes and No votes cast, passes any proposal. Participants abstaining from the vote are not counted in the total. Thus, if 45 participants vote Yes and 15 vote No, a motion passes with no votes to spare. A second show of hands may be requested any time a vote is close. When facilitators feel that near-consensus is reached, they can call for a voice vote. If it is not immediately obvious that a supermajority plus has been reached through a voice vote, a hand-raising vote can be called for by any participant using Point of Process.

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March 8, 2003 Chico, CA

### **Agenda**

- 8:30 Pre-meeting coffee and conversation
- 9:00 Welcome and introductions
- 9:20 Agree on groundrules and agenda review
- 9:30 Clarify goals and strategies. Add any additional ones.  
Ensure that new strategies are added to "voting" sheets.
- 10:40 Break
- 11:00 Open discussion on which strategies and goals are most important.
- 12:25 Review "voting" directions. Clarify who will be counting votes, where and when.
- 12:30 Lunch. Lunches brought in for those who ordered them.
- 12:45 Votes turned in and counting begins.  
Volunteers to help with ballot counting should meet David Siedband.
- 1:15 Reassemble, review vote outcome and agree on breakout groups.  
Use "open space" process.
- 1:35 Move to breakout meetings.
- 1:45 Breakout meetings begin. Each has a facilitator and note keeper.  
Agenda for breakout groups.
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| 5 min. | Review agenda.   |
| 5 min  | Identify (brainstorm) important factors to consider in choosing among options for tactics and next steps.  |
| 20 min | Discuss these factors. Is there agreement on the top factors?  |
| 10 min | Brainstorm tactics and next steps to take over next 6-12 months.   |
| 30 min | Discuss and come to conclusions.   |
| 20 min | Wrap up. Prepare for presentation to group.<br>Who will be leader of committee after meeting?<br>When will group meet again? (Set conference call time and date?)<br>Review who is doing what after meeting?<br>Who will write up meeting notes? |
- 3:15 Break
- 3:30 Plenary Session. Reports from Breakout Groups  
5 minutes for the review and 5 minutes for comments and questions
- 4:30 Overall next steps for advancing communication and collaboration.  
Review and advance the proposal that was developed before the meeting.
- 5:20 Concluding comments by participants.
- 5:50 Meeting evaluation.
- 6 pm Adjourn. Begin dinner meetings for all those interested. Meet at restaurants.

### **Meeting follow up.**

- Circulate meeting notes including detailed breakout meeting notes to participants.
- Continue using web forum and email listserv for follow up communication.
- Set and hold any follow up meetings.
- Provide accounting for event and pay expenses. How much is left over, if any?