

**DRAFT DOCUMENT**

**MATERIAL PREPARED FOR DISCUSSION BY THE URBAN FORESTRY COMMISSION.  
THIS DELIBERATIVE DOCUMENT DOES NOT REFLECT THE OPINION OF THE URBAN  
FORESTRY COMMISSION AND MAY OR MAY NOT MOVE FORWARD TO VOTE.**

**Seattle Urban Forestry Commission**

**Briefing cCoordination ~~with and letter drafting Presenters Process~~ Guide**

April 2020

**1. Presenter Prompts:**

Purpose: The purpose of these prompts is to help clarify the intent of ~~presentations-briefings~~ and give UFC discussion some structure. ~~The prompts hopefully will share some of the UFC's ideas of how the presentation may be useful to both guests and the UFC.~~ The purpose is not to give strict guidelines on presentation ~~but rather, share some ideas of how the presentation may be useful to both guests and the UFC.~~ When requesting a presentation/briefing, the UFC will clearly state their interest in the subject and expectations. This will assist the UFC ~~staff's job~~ Coordinator in at enticing people to prepare briefings/presentations to the UFC.

Procedure: Prior to ~~presentation~~ the briefing, as part of the introduction, the ~~person staffing the commission-UFC coordinator~~ will remind-clarify who requested the briefing. the commission whether the commission or the presenter requested the presentation. Meeting minutes ~~to will~~ specifically reference these prompts, if presenter addresses them. UFC to then compile highlights for inclusion in the Annual Report.

Prompt Suggestions: Guests ~~presenting-briefing to~~ the UFC ~~should will~~ be asked to consider the following as part of their presentation or discussion:

**1.1. City of Seattle Staff:**

~~1.1.1. o Was the p~~Presenter ~~has been~~ asked by UFC to give a ~~n~~ briefing on a topic? (clarify whether or not has presented before).

- o Is this a new topic? If so, what lead to the need/ creation of it?
- o If this is a continued effort, what has changed since last year (or last visit if presented prior) regarding the topic? Changes can include new guidelines, staffing levels, budget levels, scope of work, etc.-
- o What impact has the UFC had on the work? A challenge to this is understanding what documents and briefings have occurred prior to this. Changes in staff may result in institutional knowledge lost.
- o What challenges do trees and vegetation face related to this work?
- o What successes have trees and vegetation have related to this work?
- o ~~What future opportunities exist for trees and vegetation related to this work?~~

~~1.1.2. Presenter asked to give a briefing on a topic (whether or not presented before).~~

- o ~~All of the above, plus:~~
- o How does the topic affect the city's policy or regulations for the urban forest?

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1.2. External to City Guests:

- All of the above, plus:
- How could the UFC help?

**2. Post-Presentation Discussion:**

Immediately following the ~~presentations~~briefing, the UFC ~~should~~will spend about 10 minutes ~~for~~debriefing. Each Commissioner will ~~have the~~be provided an opportunity ~~for to either~~ comment or ~~the opportunity to~~ pass. If discussion exceeds ~~the~~ allotted time, ~~additional~~ time ~~during the next meetings~~ can be reserved ~~at a later meeting~~ for continued discussion if warranted. Commissioners will be asked to consider:

- Highlights specifically related to the prompts
- Ideas for follow-up actions or recommendations
- Their willingness to work on follow-up ~~and possibly draft a letter~~
- Any other brief feedback or reactions

Once all Commissioners interested in responding have done so, the UFC ~~to~~will outline immediate actions based on the group's feedback:

- A lead ~~and a supporter~~ ~~for~~ follow-up ~~and a support on follow-up~~ will be ~~designated~~identified. (Chair will fill either role, if no volunteers)
- A rough timeline for UFC members to bring follow up materials before UFC will be outlined.

**3. Letter ~~drafting~~Writing Process:**

- If follow-up is a letter (thank you, recognition, and/or recommendations), the lead and supporter will work ~~craft to produce~~ draft materials.
- Draft letters will then go to the Vice-Chair (or subsequent volunteer(s) for the role), for proofread and general formatting. Vice-Chair will work with the author to come to agreement on edits and will then send to UFC ~~staff~~Coordinator for distribution to the UFC ~~and to find time on the agenda to discuss~~. All of this will take place ahead of time in such a way that it allows documents to be posted at least a week prior to the UFC discussing (to comply with Open Public Meetings Act).
- Letters will then go before UFC for discussion, when ready.
- ~~The~~ UFC ~~to~~will consider approving letters based on their content and policy recommendations.
- Letters may go back to ~~the~~ UFC ~~staff~~Coordinator, Chair, and initial authors for copy editing following vote, with assurances of no change in intent.