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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE**

***RESCHEDULED MEETING
APPROVED MINUTES
Monday, July 2, 2012, 2:00 p.m.**

**City Hall, Room 421
One Dr. Carlton B. Goodlett Jr. Place
San Francisco, CA 94102**

***The Monday, July 2, 2012, 2:00 p.m. meeting of the Planning and Funding Committee was rescheduled from 4:00 to 2:00 p.m.**

COMMITTEE MEMBERS: Maria D'Agostino (Interim Chair), Dan Flanagan, Daniel Sider, Sandy Sherwin, and Andrew Sullivan

Order of Business

Public comment will be taken before the Council takes action on any item.

- 1. Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 2:10 p.m. Chair D'Agostino appointed Member Sherwin as a member of the Planning and Funding Committee. Present: Members D'Agostino, Flanagan and Sherwin; Excused: Members Sider and Sullivan.
- 2. Approval of Minutes of the June 4, 2012 Urban Forestry Council Planning and Funding Committee Meeting.** (Explanatory Document: June 4, 2012 Draft Minutes) (Discussion and Action) Upon Motion by Chair D'Agostino, second by Member Flanagan, the June 4, 2012 Meeting Minutes were approved without objection (AYES: Members D'Agostino, Flanagan and Sherwin; Absent: Members Sider and Sullivan).
- 3. Public Comments:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

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4. Urban Forestry Council Organizational Assessment. The Committee will review responses received from Council Members on the Organizational Assessment Survey questions. (Explanatory Document: Organizational Assessment Survey Responses) (Discussion)

Chair D'Agostino reported that eight of thirteen Council members had responded to the Organizational Assessment Survey. Council members who had not responded would be asked to complete the survey so that a more comprehensive review can be made. This agenda item was continued to the August 6, 2012 Committee meeting.

5. Urban Forestry Council Term Limits and New Member Recruitment. (Discussion) Committee Members discussed potentially revising Urban Forestry Council Ordinance membership term-limits of two years and Bylaws requirements for Council officer terms of one year. It was reported that there is no time limit for reappointment to membership or officer seats. Committee members discussed potential candidates to recruit for seats that current members may not reapply for when terms expire in November 2012. Committee members agreed to consolidate all requests for amendments to the Ordinance and Bylaws so changes can be made at one time. The full Council would be asked for their feedback on membership amendments.

6. Urban Forestry Council Short and Long-Term Goals Review. (Explanatory Document: Urban Forestry Council Short and Long Term Goals Summary) (Discussion)

Committee members reviewed and discussed the status of each goal in the Urban Forestry Council Short and Long Term Goals summary. Chair D'Agostino reported that (1) the Annual Report working group has completed preliminary work on this year's Annual Report and is planning for a report release by the end of the year; (2) the Street Tree working group is meeting and continuing to make progress on improving the Street Tree list; (3) Board of Supervisors meetings have been held and additional meetings have been set up; (4) presentations to the Council have been held and are moving forward; and (5) a Street Tree Pamphlet meeting is scheduled for July 12th. A draft will be sent to PG&E for review and presented to the Council for review at its August meeting.

The Committee discussed adding short-term goals that include (1) the Landmark Tree Committee's work on groves and amendments to nomination forms; (2) outreach to increase landmark tree nominations; and (3) increasing educational programming to the general public on the value of trees.

7. Street Tree Pamphlet and Press Release. The Committee will discuss creating a draft of the Street Tree Pamphlet and Press Release. (Discussion) Committee members discussed opportunities to issue a press release and newsworthiness content for the Urban Forestry Council Annual Report and the Street Tree Pamphlet.

8. New Business/Future Agenda Items. (Discussion) The Organizational Self Assessment Survey would be reviewed once all members have responded. Chair D'Agostino reported that the survey is the first step in the Tree University USA process on Board organization, and that a review would be made of next steps to incorporate into future discussions. The Committee would discuss changing

the Planning and Funding Committee meeting schedule to the second Tuesday of each month starting in September. Member Flanagan was excused from the August 6 Committee meeting. Member Sherwin confirmed her attendance for the August 6 Committee meeting.

9. Public Comments: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There were no members of the public present at this time.

10. Adjournment. The Planning and Funding Committee meeting adjourned at 4:04 p.m.

The next Planning and Funding Committee meeting is scheduled for Monday, August 6, 2012 at 4:00 p.m., City Hall, Room 421.

Copies of explanatory documents are available to the public at (1) the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., (2) or at the Planning and Funding Committee's meeting website <http://www.sfenvironment.org/about/taskforce/urban-forestry-council/agendas> posted with each agenda or meeting minutes, (3) upon request to the Council Secretary at the above address, telephone number 415-355-3709, or via e-mail at Monica.Fish@sfgov.org within three business days of a meeting.

Approved: September 11, 2012