

Western Forestry Leadership Coalition
Threats to Private Western Forests
Drafting Committee Meeting Three
November 18-19, 2009

Location: Marriot City Center – 1701 California St – Denver CO
Meeting Room: Colorado G-H

Objectives:

- Review most recent draft and give comments
- Bring clarity to the drivers section
- Consider reorganization to make intro much smaller
- Communication plan review and action items
- Review the process from here to final draft

November 18, 2009

7:30 a.m. ***Breakfast***

8:15 a.m. **Introductions and agenda review**

8:30 a.m. **Discussion of progress to date**

So that everyone is up to speed, we will review the steps that have taken us to where we are today. This discussion will include:

- Review of status of the drafted sections
- Who has been involved in the drafting
- Where we are in terms of our schedule

9:10 a.m. **Comments from the WFLC Executive Board**

A draft of the report was shared with the Executive Board. The DC will consider the comments and changes suggested by WFLC so that the report can be as effective as possible with its core audience. DC members will be given an opportunity to consider the implications of the comments and what actions/if any are necessary.

10:10 a.m. ***Break***

10:40 a.m. **Drafting Committee Member Comments**

Comments from each DC member will be solicited. Now is your chance to make sure that the report meets your needs, says what it should say in the right way. Specific actions will be recorded for agenda planning and future steps.

12:00 p.m. ***Lunch – Members are on their own***

- 1:15 p.m.** **Actions to improve the report**
Based on comments from the morning, the DC will break into subgroups to make the changes necessary to the report. The morning session will define the specifics of this part of the day.
- 3:30 p.m.** **WFLC Communication Plan**
WFLC will review their plans for distributing and maximizing the impact of the report. This will include the additional/complimentary products that will be produced with and following the report. DC members are asked to actively engage so that this process can meet their expectations while also observing the constraints of WFLC and its membership.
- 4:30 p.m.** **Review of agenda for Day Two**
- 4:45 p.m.** **Adjourn**

Dinner for working group members is being sponsored by the Western Governors' Association and Council of Western State Foresters. Please join us for drinks and dinner starting at 6:30 pm at Bistro Vendome – 1420 Larimer St – Denver CO.

November 19, 2009

- 7:30 a.m.** **Breakfast**
- 8:00 a.m.** **Review of Day One and agenda for the remainder of the meeting.**
8:30 a.m. **Workshop Participant Comment and Finalization Process**
The DC will review dates for the rest of the process, needed outputs, assignments and deadlines. The discussion will clarify when and how workshop participants will engage. The schedule will also review the last steps of the DC to sign on to the consensus report.
- 10:00 a.m.** **Break**
- 10:15 a.m.** **Additional Improvements**
This time will be reserved for additional improvements or discussions that come up during the comments on Day 1.
- 11:00 a.m.** **Review of work plan, upcoming dates, and next steps**
- 11:30 a.m.** **Adjourn**

Threats to Western Private Forests

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Will Singleton*	Facilitator	will@singletonstrategies.com	303-895-7570

* Indicates member of the steering committee, not the drafting committee.

WFLC Threats to Western Private (Working) Forests Report Finalization Timeline

Friday, November 20	Will	Send out email with schedule and make calls to people who did not attend meeting
Saturday, November 21	Will and Dana	Send reformatted recommendations and “envision success” sections to the drafting committee to review during the November 24 conference call
Tuesday, November 24 3 PM Mountain	ALL DRAFTING COMMITTEE	Regularly scheduled conference call at 3 PM Mountain. <ul style="list-style-type: none"> Review of results of third DC meeting to make sure that those who missed are aware of how the sign-off process will work; Review recommendations for final approval
Monday, November 30	Rachel, Dana and the Rapid Responders	A revised draft of the whole report is sent to the drafting committee. DC members will have a very short period to review the report. <u>We ask that all block off time on Tuesday morning to review the report.</u>
Tue, December 1: 2 PM Mountain	ALL DRAFTING COMMITTEE	Written concerns are due to be sent to Dana Coelho – This should be: issues you cannot live with in the report.
Tue, December 1: 3 PM Mountain	ALL DRAFTING COMMITTEE	Conference call to give final sign off on the report. The call will cover: Can you live with the report? If not, why and how can it be fixed?
COB Tue, December 1	WFLC	Report moves forward without objection
Wed, December 2	WFLC	Report is sent as “pre-work” for review by WFLC Executive Board
Wed, December 2	WFLC & DC	If necessary, DC members can share the draft with their constituencies to make sure that sign-on is cleared
December 14 – 16	WFLC	WFLC Membership is updated and gets to discuss report
December 16	WFLC Executive Board	WFLC Executive Board considers adoption of the report
Early January 2010	WFLC	Formatted PDF version of the report is sent to the Drafting Committee for their sign-on as authors
Early January 2010	ALL DRAFTING COMMITTEE	Drafting Committee members sign on to report at their discretion
January 2010	WFLC	WFLC sends PDF version with Drafting Committee sign on to work shop participants for their sign on
Tuesday, January 12 3 PM Mountain	ALL DRAFTING COMMITTEE	Conference call to discuss additional products and next steps.
Mid-January 2010	Workshop Participants	Deadline for participant sign on
Late January 2010	WFLC	Final report is printed

**WFLC Threats to Western Private Forests
Super-Brief Drafting Committee Meeting Summary
November 18-19, 2009**

Attendees:

Ann Walker*	Brian Kernohan*	Dana Coelho	Don Motanic
Gregg Servheen	Jim Paul*	John Perez-Garcia	Mo Bookwalter
Susan Rich	Susan Stein	Tom Jacobs	Will Putman
Sara Leiman	Rachel White		
Caitlyn Pollihan	Will Singleton – Facilitator		<i>*Day One Only</i>

Objectives:

- Review Executive Board comments and give DC comments to 10/30 draft
- Bring clarity to the drivers section
- Consider reorganization to make report briefer and better
- Review draft communications plan
- Develop timeline for final production of report

Rapid Responders: These individuals agreed to be on call for quick response and review of specific sections between 11-19 and 11-30.

Threats/Drivers Section: Brian Kernohan & John Perez-Garcia

Executive Summary: Susan Rich

Changes to the Report: Drawing from the comments of the Drafting Committee and the WFLC Executive Board, break out groups revised recommendations and advised Rachel White and Dana Coelho on how the report should be improved/revised. The breakout groups covered four major strategies for improving the paper:

- Shorten and revise the drivers section: edit and clarify the central conclusions
- Clarify and integrate the term and concept of “working forest”
- Shorten and tighten the entire report
- Identify and highlight 4 – 5 key messages

“Instructions” on how to achieve these objectives were conveyed, discussed, and then given to Rachel and Dana to be integrated into the report. Changes were also noted during the discussion by Rachel and Dana. They expressed comfort with their ability to change the report as discussed and the drafting committee expressed their confidence in Dana and Rachel and their gratitude for all the work that is entailed.

Some additional changes/improvements– (others may have been noted by Rachel and Dana):

- Reformat the recommendations to reflect an awareness of the “actor” and the actor’s capabilities. (ie WFLC members should, WFLC staff should, WFLC should encourage XXXX to)
- Verbs should be added to the headings of the recommendations

- Headings of recommendations should be put into the Executive Summary with some supporting language
- Increase ease of navigation
- Unify use of terminology
- Include more on types of land owners and include pie charts in the Intro
- Create a definitions side-bar
- Vastly improve diagrams or discard
- Include narrative on the charge of the Drafting Committee, its actions, and the larger TWPF process

Word edits, track changes, and written comments on the 10/30 draft should be sent to Dana as soon as possible. The specific changes may no longer be valid because of the expected significant revisions to the report.

Draft Communications Plan: WFLC distributed and discussed their proposed communications plan. The plan will be augmented as the report is finalized. WFLC staff expect to incorporate next steps to implement the report in its 2010 work plan. The DC drew the distinction between the audience for the report (WFLC Membership) and for other products. Other products would be simplified and targeted. A conference call was scheduled for January 12, 2010 at 3:00 PM Mountain to discuss next steps and a communications strategy inclusive of WFLC and partner roles.