

To: Members of the Urban Forestry Subcommittee  
From: Tina Osterink, Urban Forestry Subcommittee Staff Liaison  
Date: June 22, 2020 (Meeting Date)  
Location: Online Zoom Meeting  
Subject: Agenda and Online Meeting Protocol

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**Urban Forestry Subcommittee Agenda Topics**

Urban Forestry Meeting – Monday, June 22, 2020 4:30 – 6:30 p.m.

- Review of Agenda and Online Zoom Meeting Protocol 4:30 p.m.
- Chair Update and Announce Meeting Guests
- Subcommittee Member Check-in
- Urban Forestry Subcommittee 2020-21 Work Plan 5:00 p.m.
- Urban Forestry Funding and Tracking 5:30 p.m.
- New Business Items 6:15 p.m.
- Adjourn 6:30 p.m.

**Online Zoom Meeting Protocol and Tips**

Urban Forestry Meeting – Monday, June 22, 2020

1. Meeting is scheduled for one hour from 4:30 – 6:30 p.m.
2. Log into the meeting no less than 5 minutes before the start of the meeting
3. Start the meeting by clicking on the Zoom link sent to you by Jenny McGinnis
4. Please mute your microphone when not speaking
5. Raise your hand (physically and *not* using the “raise hand” icon) when asking to speak and Chair Buck will call on you
6. Meeting guests will join as webinar guests. Those wishing to speak can use the “raise hand” button and the meeting Chair will call on them.
7. Use the View Options button at the top of the screen to enlarge your screen, if needed
8. See attached Zoom Guide

