

To: Members of the Urban Forestry Subcommittee
From: Tina Osterink, Urban Forestry Subcommittee Staff Liaison
Date: August 24, 2020 (Meeting Date)
Location: Online Zoom Meeting
Subject: Agenda and Online Meeting Protocol

Urban Forestry Subcommittee Agenda Topics

Urban Forestry Meeting – Monday, August 24, 2020 4:30 – 6:00 p.m.

- Review of Agenda and Online Zoom Meeting Protocol 4:30 p.m.
- Chair Update and Announce Meeting Guests
- Approve meeting minutes 4:35 p.m.
- Announcements: UFS Interviews; Overlay Project Update 4:40 p.m.
- Canopy Mapping Tool Metrics Update 4:45 p.m.
- Neighborhood Tree Plan Outreach 5:00 p.m.
- On-Call Arborist Scope Discussion 5:15 p.m.
- New Business Items 5:45 p.m.
- Adjourn 6:00 p.m.

Online Zoom Meeting Protocol and Tips

Urban Forestry Meeting – Monday, August 24, 2020

1. Meeting is scheduled for one hour from 4:30 – 6:00 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 myself or 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, if needed

