



## COUNCIL MEETING LOGISTICS CHECKLIST

Drafted February 2011, Revised October 2012

### 1. MEETING LOCATION

Task	Who	Person	Notes	Completed
<b>Determine meeting locations for all meetings in the next year at last meeting of current calendar year; confirm at meeting previous to each.</b>	All Council members			
<b>Identify a Council lead to serve as main contact person for each meeting.</b>	All Council members			
<b>Find a local contact to host the meeting</b>	Council lead			
<b>Find a room/location <i>Must be a public building; cannot be privately operated</i></b>	Local host			
<b>Identify driving/parking/entry locations</b>	Local host			
<b>Create maps, location links and send to UCF for inclusion with meeting announcement</b>	Council lead with assistance from local host			

### 2. MEETING LOGISTICS

Task	Who	Person	Notes	Completed
<b>Coffee/snacks Caterers for lunch On-site technology</b>	Council lead with assistance from local host			
<b>Identify local hotel(s), if needed. Council members will make their own reservations and must stay within per diem.</b>	Council lead with assistance from local host			
<b>Organize travel arrangements</b>	UCF Staff			

<b>Organize airport pick-ups</b>	UCF Staff			
<b>Council reimbursement for travel expenses</b>	UCF Staff			
<b>Keep attendance/contact list updated</b>	UCF Staff			

### 3. AGENDA

<b>Task</b>	<b>Who</b>	<b>Person</b>	<b>Notes</b>	<b>Completed</b>
<b>Identify local events or activities of urban forestry interest</b> <i>Within walking distance of meeting site is desired</i>	Council lead and Executive Committee			
<b>Assist in identifying agenda items</b>	Council lead and Executive Committee			
<b>Assign at least one member to lead discussion of action items, including identification of outcome and appointment of working committee, if relevant</b>	Council lead and Executive Committee			
<b>Post agenda and meeting announcement to watreetalk and other informational outlets</b>	Outreach committee member; all Council members			

### 4. OUTREACH/LOCAL PRESENCE

Purpose: To highlight outstanding or innovative activity in the community AND to recognize Council presence in the area

<b>Task</b>	<b>Who</b>	<b>Person</b>	<b>Notes</b>	<b>Completed</b>
<b>Invite high-profile local community members</b> <i>Mayor, City Council, Local Paper</i>	Council lead and local host			
<b>Prepare press release for media and identify best local communications outlets (press releases, blog, e-mail). Coordinate with UCF staff on execution.</b>	Council lead			

### 5. RECOGNITION

May or may not be in association with outreach event, but great if they overlap.

Task	Who	Person	Notes	Completed
<b>Outreach and Awards Committee identifies a lead to process award recognitions for each quarterly meeting</b>	Outreach and Awards Committee			
<b>Open nominations for awards in October for the next calendar year</b>	Outreach and Awards Committee			
<b>Solicit additional nominations from local contacts for the award</b> <i>Aim for at least two months before meeting</i>	Outreach and Awards Committee Liaison			
<b>Screen for eligibility using the WCFC award criteria</b>	Outreach and Awards Committee			
<b>Select and rank top 3 nominations for each WCFC meeting location</b>	Outreach and Awards Committee			
<b>Email top 3 nominations with ranking information to the all WCFC</b> <i>6 weeks prior to meeting</i>	Outreach and Awards Committee Liaison			
<b>Review top 3 nominations and submit votes</b>	WCFC			
<b>Tally votes and select award recipient. Contact recipient.</b>	Outreach and Awards Committee Liaison			
<b>Inform the local host of the award recipient</b>	Council lead with Outreach and Awards Committee Liaison			
<b>Invite award recipient to meeting. Determine if field trip/visit to relevant site is possible.</b>	Council lead and local host			
<b>Get name to UCF staff for plaque</b>	Outreach and Awards Committee			
<b>Make sure there is a frame available, or secure one for the award</b>	Outreach and Awards Committee Liaison			
<b>Prepare no more than 2 short paragraphs about award recipient and why they were chosen. Send to UCF staff.</b>	Outreach and Awards Committee Liaison			
<b>Draft press release and contact media</b>	UCF Staff in conjunction with committee liaison and local host			

<b>Prepare speaking points for presenting the award (1-2 minutes)</b>	Outreach and Awards Committee Liaison			
<b>Take photos</b>	UCF Staff			
<b>Remind award recipient that event is coming up</b>	Council lead in coordination with local host			

## 6. POST-MEETING

<b>Task</b>	<b>Who</b>	<b>Person</b>	<b>Notes</b>	<b>Completed</b>
<b>Meeting minutes typed and sent to council members</b>	UCF Staff			
<b>Meeting minutes reviewed and corrections sent, if needed</b>	Council members			
<b>Meeting minutes posted to watreetalk and DNR site</b>	UCF Staff			
<b>Meeting minutes forwarded to groups represented by council members</b>	Council members			