



# Tongass National Forest Advisory Committee Meeting Agenda

August 6-8, 2014

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## Meeting Objectives

- Introductions and team-building
- Discussion of purpose, goals, interests, outcomes and vision for the process
- Overview of committee procedures, protocols, guidelines, and expectations

## Location

- Best Western Landing Hotel, Sunny Point Ball Room 3434 Tongass Avenue, Ketchikan, Alaska 99901

## Wednesday, August 6, 2014

**9:00 am Meeting room open**

**10:00 am Welcome, introduction, agenda review**

*Welcome from Secretary of Agriculture's representative(s), Regional Forester Beth Pendleton, Tongass National Forest Supervisor Forrest Cole, and local Tribal Leaders. Introductions by Tongass National Forest staff and Meridian Institute facilitation team. Brief introductions by each TAC member and alternate (name, affiliation and which sector they are representing). Meridian review meeting agenda and basic meeting protocols.*

**10:45 pm Why the TAC? What are we trying to accomplish?**

*Overview of the Secretary's Memorandum addressing sustainable forestry in SE Alaska, review of the purpose and intent, goals, assumptions, expected products and sideboards for the TAC. Introduction to forest planning and relationship of the TAC to the Forest Plan Amendment.*

**11:15 pm Break**

**11:30 pm Why the TAC continued**

**12:30 pm Lunch and "Speed Meeting"**

*After about 30 minutes of eating lunch the TAC members will have an opportunity to get to know one-another through an activity similar to the concept of speed dating. Divide the group in half, with one half seated at each side of the table (or around the room so there is enough distance between people so they can hear one-another). Each*

person spends about four minutes talking to the person across from them, to learn more about them as individuals. When the four minutes are up, each individual moves to the next seated team member and repeats the process. This continues until all team members have had a chance for a conversation. We can provide a few sample questions to prompt the discussions, but they should be mostly open-ended.

**3:00 pm Committee Member Interests**

Meridian will provide a brief overview of interest based negotiations (approximately 10 minutes). Members will then each have some work time (20-30 minutes) to write/illustrate their interests on a flipchart. The flipcharts will be preserved as a reminder of all the interests that need to be considered and served through the deliberations. Each member will have 3-4 minutes to present their work to the full group – i.e., to articulate the interests they are representing through this process.

**4:50 pm Recap Day 1/Overview of Day 2**

**5:00 pm Adjourn**

**5:30 pm Reception and Dinner for TAC members and alternates**

**Thursday, August 7, 2014**

**8:30 am Agenda Review and Prepare for Public Comment**

**8:45 am Public Comment**

**9:15 am Collective Vision: What is our shared vision for the Tongass National Forest?**

Meridian will review the high-level themes from their interviews with TAC members. Committee members will divide into small groups (3 groups of 5) to discuss their ideas about the future vision for the Forest, for the first 45 minutes, building off their individual interests. Then each small group will report out to the full group.

**10:30 am Break**

The facilitators and any interested members will use the break time to craft a draft collective vision statement based on the small group report-outs.

**11:00 am Collective Vision – continued**

Discuss and if possible finalize a collective vision for the Tongass National Forest that can serve as a foundation for the interest based deliberations.

**12:00 pm Lunch**

**1:00 pm FACA 101**

Overview of how a FACA operates, etc.

**1:45 pm Ethics Training**

FS staff to provide members with ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee's advice and recommendations.

- 2:45 pm**      **Break**
- 3:00 pm**      **Committee Operating Procedures, Guidelines, and Norms of Behavior**  
*Overview of the team charter, decision-making structure, roles (DFO, facilitator, co-chairs, alternates, etc.), ground rules, etc. Meridian will review the themes from the interviews regarding process suggestions. Thinking about the vision statement that the Committee created, the small groups will discuss the following questions: How can we work together to achieve our vision? What can you do personally to achieve this vision? What are the first specific action steps? How can we ensure that we stay on-track? How can we monitor and reward our progress? What can the facilitation team and the FS do to support our efforts throughout the process? What are the likely pitfalls, and how can we avoid them?*
- 4:50 pm**      **Recap of Day 2/Overview of Day 3**
- 5:00 pm**      **Adjourn**
- 6:00 pm**      **Dinner on own**

<b>Friday, August 8, 2014</b>
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- 8:30 am**      **Agenda Review**
- 8:45 am**      **Expectations for Meeting #2**  
*Plenary discussion regarding the objectives for the next meeting. Specific questions include: What topics would you like to cover? Are there any particular learning opportunities that you'd like to have (i.e., field trips, presentations by FS staff, etc.)?*
- 9:30 am**      **Background Materials and Homework**  
*Committee members will generate a specific list of requests for background readings/materials that they would like to have in advance of the next meeting, and set expectations for what they hope to achieve between meetings.*
- 10:00 am**      **GIS capability to support the TAC**  
*Discuss anticipated GIS needs and possible tools.*
- 10:30 am**      **Break**
- 10:45 am**      **Logistics and Administrative**  
*Scheduling the next meetings, instructions on filling out expense reports, etc.*
- 11:30 am**      **Reflections on the Meeting**  
*Round-robin of initial reactions to the first meeting, hopes for the process, "aha" moments, etc.*
- 12:15 pm**      **Recap of Meeting/Overview of Next Steps**
- 12:30 pm**      **Adjourn**