

**Urban Forestry Commission**  
**December 10, 2009 Approved Meeting Summary**

Seattle Municipal Tower Room 1756  
700 5<sup>th</sup> Avenue, Seattle

| <b>Attending</b>     |                |
|----------------------|----------------|
| <u>Commissioners</u> | <u>Staff</u>   |
| Kirk Prindle         | Jana Dilley    |
| John Small           | Brennon Staley |
| Gordon Bradley       | Mark Mead      |
| Peg Staeheli         |                |
| John Hushagen        |                |
| Elizabeta Stacishin  |                |
| Matt Mega            |                |
| Jeff Reibman         |                |

Rob Gala from Council President Conlin’s office welcomed the commissioners and thanked them for their willingness to serve. He also noted that a goal of the Open Meetings Committee is that all commission meetings will be recorded.

Commissioners introduced themselves

Ethics Code

Mardie Holden from the Seattle Ethics and Elections Commission provided an overview of the ethics rules as they apply to commissions and handed out the updated brochure, *Highlights of the Ethics Code for Members of City Advisory Committees*.

Commission members requested that City staff follow up to help them better understand how these rules apply to them.

Commissioners participated in a getting to know each other exercise.

By-Laws

A by-laws template based on other commissions’ by-laws was used as a starting point for discussion. Key by-laws issues discussed include public comment, quorum, and voting. Recommendations to be incorporated into draft by-laws for consideration at a future meeting are:  
Public comment will be allowed at the beginning of each regular meeting  
Public comment will be limited to 3 minutes per person  
Public comment should be limited to 15 minutes per meeting  
Public may submit written comments

### Leadership

Elizabetha Stacishin was elected chair

Matt Mega was elected vice-chair

### Regular Meeting Schedule

Potential days and times for regular meetings was discussed. Mid-week and late afternoons are preferred. Staff will solicit feedback to establish a regular meeting schedule.

### 9<sup>th</sup> Member Selection Process

It was decided to accept applications through January 4<sup>th</sup>. Members will do outreach to solicit interested potential members. Staff will collect applications and forward to members and set up a doodle poll for application rating. A special meeting in early January was requested to make the final selection.

### Work Plan

Initial ideas for the work plan were discussed. Commissioners requested that staff provide a document detailing upcoming issues to help guide them in further discussions at the January retreat.

### Other

There was a request for a mailing list of interested parties to receive notice of the regularly scheduled meetings. Staff will follow-up on this item.