

SUFC Steering Committee Call January 5, 2015

Participating: Dan Lambe, Carrie Gallagher, Cara Boucher, Kevin O'Hara, Jennifer Hinrichs, Becky Turner, Gerry Gray, Lauren Marshall, David Rouse, Paul Ries

SUFC Chair Succession Planning:

- Dan, on behalf of the SUFC Succession Ad Hoc Committee, presented Paul Ries as a recommended candidate for SUFC Chair once Don Winsett steps down. There is a fluid time line at present with a focus on Co-Chair scenario (Paul/Don) at present.
- Paul is a strong candidate who jumped out due to his history with SUFC, knowledge of SUFC members, relationship with the Forest Service and personal leadership strengths and style.
- Steering Committee members on the call were unanimous in supporting his candidacy. Jennifer will follow up with Mark and Scott who were not on the call (Becky and Cara will relay the proposal to Peter and Steve respectively).
- David Rouse, Kevin O'Hara and Paul Ries will all be formally voted into their new roles at the Feb. 26th annual meeting next month.
- Increased travel/other budget line items will need to be factored into future budgets but there was also an agreement that other Steering Cmte members could potentially step in to represent SUFC as appropriate and supportive of Paul's time/travel availability. From conversations with Don, he plans to remain engaged with SUFC (via Steering Cmte/other) and willing to come to DC on a regular basis, conduct Hill/other visits as needed.
- Maintaining a strong connection to the private sector was voiced as important and for SUFC to make a concerted effort to maintain relationship during and after leadership transition.

ACTION ITEM: In the interim, Jennifer will draft a letter from the Steering Cmte proposing the new slate and encouraging the membership to reflect on the proposals prior to the annual meeting.

SUFC FS Proposal:

- Jennifer is collecting information for the proposal narrative and budget (reflecting increased line items for travel, communications and admin. support etc.)

- Steve, Paul and Carrie have agreed to review and provide early feedback on initial draft. Edited version will be circulated to full Steering Committee for review.
- We have been advised to get the proposal out in January if possible – early review is key.

ACTION ITEM: Jennifer to draft narrative and budget (with input from AF) and begin to circulate as indicated above.

SUFC Annual Meeting/Reception:

- Silver Spring (MD) DoubleTree Hilton was secured as a new meeting space location. 2 blocks from Metro, safe, accessible and varied downtown business area (restaurants etc.), reduced individual room rates for members, increased meeting space.
- Potential field trip for afternoon of Feb. 25th (prior to SUFC Reception 6-8:30 PM US Botanic Gardens) is being researched by Kevin O’Hara, supported by Jennifer. Montgomery County GI tour, Walking Tour of Capitol Grounds etc. are suggestions.
- Regarding meeting presentations/interest areas, Tech Science and Delivery Team update and Surgeon General (skin cancer initiative) were suggested. These may be ideal for lightening round session. In addition, Jennifer has reached out to Under Sec. Robert Bonnie to address SUFC members at the meeting. Pending.
- Jennifer has contracted with meeting facilitator, Janice Shaw, and will confirm administrative assistance as needed for event planning, outreach and on-site support (capped at 40 hrs).

ACTION ITEM: Registration information should be out THIS week. Waiting on on-line registration uploading and room block details. Jennifer working on agenda content and event logistics.

OTHER:

- Paul mentioned that federal ethics for past federal employees limit some of his roles as Chair (not substantial based on diverse leadership roles coalition members already take with federal and other agency groups). The rules are attached.
- Jennifer is working on a RFP/SOW for strategic planning consultant. Will circulate for comment to Steering Committee in January.