**Date:** January 22, 2020

**Time:** 9:00am-12:00pm

**Location:** Calaveras Ranger District

 5519 Hwy 4, Hathaway Pines, CA 95247

**Tania Carlone (Facilitator) Text or Call:** (510) 684-0504

| **Time** | **Item** | **Attachments** |
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| 9:00  | **Introductions, Agenda Review & 2020 General Meeting Speaker Schedule*** *Make any necessary adjustments to the agenda.*
* *Refine and identify next steps to refine the 2020 General Meeting Speaker Schedule.*
* *Begin to identify research papers and other reading materials to accompany speaker topics.*
 | 1. Agenda
2. General Meeting Draft Speaker Schedule
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| 9:25 | **Planning Work Group Charge and Functions*** *Review and discuss any comments on Planning WG charge, as described in ACCG MOA, and make suggested revisions for the MOA revision process.*
 | 1. MOA Work Group Charge and Function & Assignment Guidance
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| 9:50 | **Project Development & Approval Process Package** * *Review comments received about the project evaluation tool.*
* *Discuss and refine project development process package components.*
* *Make a recommendation for next steps to implement the project development process.*
 | 1. Project Evaluation Tool ACCG Comments (slide)
2. DRAFT Development Process Package
3. Process flow chart
4. Project support submission form
5. Policies & principles
6. Project endorsement guidelines
7. Project support evaluation tool
 |
| 11:00 | **Strategic Fuel Break Focal Area Project Initiation*** *Discuss outcomes from December 11th mapping workshop.*
* *Review ACCG letter submitted to Barnie Gyant and discuss the need for follow up communications.*
* *Identify next steps to advance project activities.*
 | 1. Mapping workshop notes
2. ACCG letter to Barnie Gyant
3. ACCG Admin WG November 12th proposal
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| Noon | **Wrap-Up** |  |