

OREGON BOARD OF FORESTRY

2018 STAFF TIMELINE

General work-back schedule from meeting date

10 weeks – Call for Topics	9 weeks - Agenda Development and Review
8 weeks – Final Agenda Posted to DSS	6 weeks – Agenda Items Due to Division Chief
5 weeks – Agenda Items Approved	4 weeks – Draft Notebook for Peter’s Review
3 weeks – Notebooks mailed	2 weeks – Public Notice
1 week – Pre-Board Meetings	

There is flexibility in the staff timeline.

Please contact the Board Support if you foresee conflicts with any of the specified dates.

January 3, 2018 – Salem*

November 1	Call for agenda topics
November 8	Draft agenda developed for Chair’s review
November 15	Approved agenda posted to DSS
November 22	Agenda Items Due to Division Chief
November 29	Agenda Items Approved and Final in DSS for Board Support
December 6	Draft Board notebook to Peter for review
December 13	Notebooks mailed to the Board
December 20	Public Notice mailed and agenda documents posted on website
December 28	Pre-boards

March 7, 2018 – Salem*

December 22	Call for agenda topics
January 5	Draft agenda developed for Chair’s review
January 10	Approved agenda posted to DSS
January 24	Agenda Items Due to Division Chief
January 31	Agenda Items Approved and Final in DSS for Board Support
February 7	Draft Board notebook to Peter for review
February 14	Notebooks mailed to the Board
February 20	Public Notice mailed and agenda documents posted on website
February 28	Pre-boards

April 25, 2018

February 14	Call for agenda topics
February 21	Draft agenda developed for Chair’s review
March 1	Approved agenda posted to DSS
March 7	Invite list due for BOF events
March 9	RSVPs mailed for BOF events
March 14	Agenda Items Due to Division Chief
March 21	Agenda Items Approved and Final in DSS for Board Support
March 28	Draft Board notebook to Peter for review
April 4	Notebooks mailed to the Board
April 11	Public Notice mailed and agenda documents posted on website

April 18 RSVPs due back for BOF Events – All Logistics Confirmed
April 17 Pre-boards

June 6, 2018 - Salem*

March 28 Call for agenda topics
April 4 Draft agenda developed for Chair's review
April 11 Approved agenda posted to DSS
April 25 Agenda Items Due to Division Chief
May 2 Agenda Items Approved and Final in DSS for Board Support
May 9 Draft Board notebook to Peter for review
May 16 Notebooks mailed to the Board
May 23 Public Notice mailed and agenda documents posted on website
May 30 Pre-boards

July 24, 2018 – Salem

May 9 Call for agenda topics
May 16 Draft agenda developed for Chair's review
May 23 Approved agenda posted to DSS
June 6 Agenda Items Due to Division Chief
June 13 Agenda Items Approved and Final in DSS for Board Support
June 20 Draft Board notebook to Peter for review
June 27 Notebooks mailed to the Board
July 5 Public Notice mailed and agenda documents posted on website
July 9 Pre-Boards

September 5, 2018 – Salem*

June 28 Call for agenda topics
July 3 Draft agenda developed for Chair's review
July 11 Approved agenda posted to DSS
July 25 Agenda Items Due to Division Chief
August 1 Agenda Items Approved and Final in DSS for Board Support
August 8 Draft Board notebook to Peter for review
August 15 Notebooks mailed to the Board
August 22 Public Notice mailed and agenda documents posted on website
August 29 Pre-boards

October 10, 2018 Annual Planning Workshop – TBD

August 31 Materials Due to Board Support
September 12 Draft Board notebook to Peter for review
September 19 Notebooks mailed to the Board
September 26 Public Notice mailed and agenda documents posted on website

November 7 – Possible EQC Meeting/Tour; November 8 – Possible EQC Meeting/Tour - TBD

August 24	Call for agenda topics
August 31	Draft agenda developed for Chair's review
September 7	Call DAS to reserve Vans
September 7	Approved agenda posted to DSS
September 12	Invite list due for BOF events
September 14	RSVPs mailed for BOF events
September 21	Agenda Items Due to Division Chief
September 28	Agenda Items Approved and Final in DSS for Board Support
October 5	Draft Board notebook to Peter for review
October 9	Notebooks mailed or provided to the Board at the retreat
October 19	Public Notice mailed and agenda documents posted on website
October 17	RSVPs due back for BOF events - All Logistics Confirmed
October 30	Pre-Boards

January 9, 2019 – Salem*

November 1	Call for agenda topics
November 12	Draft agenda developed for Chair's review
November 14	Approved agenda posted to DSS
November 21	Agenda Items Due to Division Chief
November 28	Agenda Items Approved and Final in DSS for Board Support
December 5	Draft Board notebook to Peter for review
December 19	Notebooks mailed to the Board
December 26	Public Notice mailed and agenda documents posted on website
January 3	Pre-Boards

*Statutorily-required meetings - ORS 526.016: The board shall meet on the first Wednesday after the first Monday in January, March, June and September, at places designated by the chairperson of the board or the State Forester. The board may meet at other times and places in this state on the call of the chairperson or the State Forester. A majority of the voting members of the board constitutes a quorum to do business.