

1. **Call to order**
2. **Secretary Report:** Minutes review and approval from previous meetings.
3. **Onboarding Discussion: Urban Forest Master Plan review (discuss in New Business)**
4. **Urban Forester Report**
5. **Activity Reports**
6. Jr Tree Keepers subcommittee report.
7. **Old Business**
8. Creating an on-boarding plan for new members and a succession plan for board chair and vice chair; creating a master event calendar (election timing, award deadlines, and other commission duties).
9. Care of planted trees - door hanger.
10. Signature Tree / Kirkwood’s Tree of the Year.
11. 2022/2023 Annual Report – presented to city council on November 7.
12. 50 Trees – 70 trees planted on November 9.
13. **New Business**
14. Reminder – no December KUFC meeting
15. Urban Forest Master Plan review
16. **Adjourn**

*Serving to Support, Promote and Encourage the Preservation and Enhancement of*

*Kirkwood’s Urban Forest*

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**Accommodation:** The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as a CD, by calling 314-822-5802