The thirteenth meeting of the California Tribal Water Summit Planning Team (PT) took place in Sacramento on October 29, 2009. Dorian Fougères, facilitator for the Team, welcomed team members and reviewed the agenda. The objectives of the meeting were to (1) review Action Items and Facilitation Plan, (2) review plan for Tribal Water Stories exhibit and banquet, (3) develop Summit seating arrangements, and (4) address loose ends.

Agenda Walk-Through
The group walked through the Summit annotated agenda to ensure all questions were answered. The PT resolved to begin each discussion session with a five minute dedicated portion to present the briefing paper relating to the discussion’s topic. Individuals with position papers would be invited to speak next, with a time limit of three minutes each. The moderator, Britta Guerrero, will manage the time to ensure there is adequate time for open discussion as well. Day 2 will have a similar format to Day 1, and will emphasize the next steps and working towards solutions.

Position Papers
The group clarified that it was preferable but not necessary to turn in position papers before the Summit, and that individuals were also welcome to turn in position papers after the Summit as well. The position papers can be scanned and posted to the website.

Summit Facilitation
The group discussed having flipcharts available around the room, pads of paper at the table, and scribing on the computer attached to a projector. As Ms. Guerrero would record on a flipchart in the front of the room, a recorder would type the key points to be projected for the entire room to see. For those uncomfortable with speaking in front of the group, they could write down their comment and Ms. Guerrero would read the submitted comments during the last few minutes of each session. For those who would like to speak out loud, the group decided to have two runners with wireless microphones and two stations for microphone stands. Ms. Guerrero also shared a draft list of Session Norms for the Summit discussions with the PT. Members gave some feedback, such as emphasizing Be Respectful, and adding a note about cell phone courtesy.

Seating Arrangements
The group suggested having a PT member at each table to serve as a resource for questions and general information. To produce effective dialogue between State and Tribal Leaders, the group additionally suggested integrating the groups at each table. It was suggested to place different colored placards to represent seats designated for a PT member, a Tribal leader, or a State leader.

Tribal Water Stories Update
Nicole Jared, California Voices, described her organization’s mission and services. Members advised creating a customized release form, and highlighted that any material should be also sent to the recorded storyteller. Cal Voices will submit the raw footage to the PT, and if the PT prefers, Cal Voices can build another contract to produce the raw footage into a short film. At the time of the meeting, no storytellers had been confirmed for the evening banquet. Several PT members offered to bring their own stories and pictures to share.

Meeting Evaluation
The PT reviewed a draft meeting evaluation form generated by a member. The group requested some wording changes, and a couple members offered to revise the form offline.